

<b>Minutes</b>	<b>Coleridge Pre-school AGM</b>		
<b>Date</b>	<b>Tuesday 28<sup>th</sup> September 2021</b>		
<b><u>Contacted</u></b> All parents talked to and contacted regards AGM, letter and detail shared with everyone. E-mail reminder 28/09/21	<b><u>Outgoing committee</u></b>  Lynda Hole Jo Ingham Charlotte Squance	<b><u>New Committee</u></b>  Vicky Scott-Hake Lydia Vanstone. (remaining) Rosie Barrett. (remaining) Emma Callaway Vicky Cave	
<b>Notes</b>			<b>Action/Vote</b>
<p><b>Chair report.</b></p> <p>Good evening and welcome, thank you for attending this year's AGM both personally and electronically.</p> <p>This AGM is to cover Coleridge Pre-school Playgroup and out of school provision for the year ending December 2020. I would like to thank all the Committee, staff, and parents of Coleridge Pre-school for all their help and support during the unprecedented times we had to go through.</p> <p>Lynda informed the meeting that the year had started off in a very good position, when the realisation of COVID 19 came to the forefront of everyday life for everyone.</p> <p>Lockdown came and the pre-school had to look at ways it could support the Children, Staff, NHS and Key workers, by allowing children access to sessions. Both Lynda and Sharon were informed to isolate, of the 4 remaining staff 2 chose to take furlough and subsequently left the pre-school, Heidi wished to continue to work if she could retain full pay and Ashleigh agreed to continue to work taking a 50% cut in her hours and pay to keep the pre-school open for children of essential workers. She also provided parents of children not attending with home learning packs. Both Lynda and Sharon were at the end of the phone to support Ashleigh in any way they could.</p> <p>Tania joined the team in September and has proved to be a great addition to the pre-school and staff.</p> <p>Also due to COVID-19 the out of school provision was closed, which combined with low numbers in pre-school meant the overall income to Coleridge took a very big drop. And we had to carefully manage to remain the future of Coleridge. But as you will see in the financial report, we did maintain a good end to the year.</p> <p>I would also like to remind members that the pre-school has been a part of Ottery St Mary for over 50 years and that we own the building and are responsible for the complete upkeep and ask if anyone can spare any time or knows anyone willing to help with maintaining the building if they could please speak to member of committee or Ashleigh. There is a list of jobs that need attention as staff have skills and have done a remarkable job of keeping things going however, they are limited to small DIY areas. There are some larger and more skilled jobs that were scheduled for completion over the last year, but unfortunately these have not been done. Again, because with COVID-19 and reduced income.</p>			

Lynda also stated that Coleridge also needed to do some very large fundraising to be able to complete work needed.

Before we moved on, Lynda expressed thanks to Annamarie for doing the accounts and for all her support and challenging work she's given over this last year, many of you may not realise that Annamarie undertakes this work for free and believe me when I say I know the number of hours and the phone calls it takes to get the job done.

Annamarie like Lynda was due to leave Coleridge last year, but both stayed to see it through COVID-19.

The committee would also like to say thank you to Pat Moore for overseeing the books, again something else Annamarie arranges

#### **Annamarie financial report.**

Annamarie had provided copies of the financial report which had been checked and signed off by an independent financial adviser. Pat Moore The pre-school is a registered charity and we receive income from DCC for the pre-school children's fees, fee's from parents that have unfunded children or children attending over the hour's they can claim as well as the children that attend the out of school provision, this generally covers the running cost, however it is important that we continue with fundraising as this does ensure not only the upkeep of the building but also support with advertising the pre-school.

Although numbers had been low to start the new year, those rose throughout the year, we did end the year within a good profit.

Lynda told everyone it is especially important that fee's need to be paid when due as this does help the group to ensure we budget correctly for the coming year.

Again, parents were offered copies of the accounts and more copies can be printed on request. Lynda informed parents that if there were any questions both Lynda and Annamarie would be happy to answer them.

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Lynda went on to say some policies had been reviewed and these were available for parents to view and would be adopted after the vote had been done.

Lynda informed parents she would say a big thank you to the committee members who also stayed to see Coleridge through. It has been a very unusual year and they have all agreed to continue with committee for another term to ensure the support for Coleridge Pre-school during that unstable time.

Lynda also assured parents that at committee meetings no child or parent would be mentioned by name, when discussing funding and any issues concerning the pre-school all details of parents and children with Coleridge pre-school are strictly confidential and we work within our Data protection policy.

Then Lynda told parents she had been chair of the pre-school since 2011 and informing the parents that this meant, she could not stand again in line with the Coleridge constitution, Lynda stated that she

wanted to express a personal thanks to committee both past and present for the support and time given to Coleridge, and a special thank you to staff who in light of all things especially these last eighteen months have been there to help support in more ways than is required. So, for my very last meeting we will now continue with the voting

Lynda informed the meeting that parents on committee who wished to remain, were, Lydia Vanstone, Rosie Barrett. That Vicky Scott-Hake has offered to stand for committee and would be willing to be Chair. Vicky is a qualified. Early Years and Primary teacher as well as a parent of two children aged 4 & 7. Also, Emma Callaway has also offered to stand for committee and has a child currently attending pre-school. Vicky Cave also put forward and has a child attending pre-school. Ashleigh had stated that she is happy to stand as staff representative to the committee. We asked if any other parents wished to join committee, and no others came forward, then we continued forward with the vote. All were carried forward with no objection.

With all information shared with parents and there being no further business the meeting was ended.

**COLERIDGE PRE-SCHOOL PLAYGROUP**

**FOR THE YEAR ENDED 31ST DECEMBER 2020**

**INCOME AND EXPENDITURE ACCOUNT**

	2020		2019		2018	
	£	£	£	£	£	£
<b>INCOME</b>						
Fees funded		62,231.52		42159.51		34,929.11
Fees unfunded		30,139.81		20299.41		14883.95
Fees unfunded		0.00		0.00		0.00
Unfunded weeks		0.00		0.00		0.00
Toddlers		0.00		0.00		0.00
Hall hire		50.00		137.50		230.00
Donations		0.00		660.00		200.00
Grants/Restricted funds		0.00		0.00		0.00
Trips		0.00		0.00		0.00
<b>FUNDRAISING</b>		0.00		0.00		0.00
<b>OTHER INCOME</b>						
Special needs	0.00		1148.28		2207.71	
Milk	0.00		0.00		0.00	
Photographs	0.00		0.00		0.00	
Sweat Shirts	0.00		0.00		0.00	
Posters	0.00		0.00		0.00	
Wages return	5,783.24		0.00		0.00	
Bank Interest	0.00		0.00		0.00	
Miscellaneous	0.00		0.00		0.00	
Training Course	0.00		0.00		0.00	
HM Revenue & Customs	0.00		0.00		0.00	
		5,783.24		1,148.28		2,207.71
<b>TOTAL INCOME</b>		98,204.57		64404.70		52,450.77
<b>LESS EXPENDITURE (Page 3)</b>		(91,199.65)		-64019.13		-52746.61
<b>EXCESS OF INCOME OVER EXPENDITURE/</b>		<u>7,004.92</u>		<u>385.57</u>		<u>(295.84)</u>
<b>EXCESS OF EXPENDITURE OVER INCOME</b>						

**COLERIDGE PRE-SCHOOL PLAYGROUP****FOR THE YEAR ENDED 31ST DECEMBER 2020****BALANCE SHEET**

	2020 £	2019 £	2018 £
<b>GENERAL FUND</b>			
Opening Balance	2,518.96	2,133.39	2,429.23
Excess of Income over Expenditure	<u>7,004.92</u>	<u>385.57</u>	<u>(295.84)</u>
Closing Balance	<u><u>9,523.88</u></u>	<u><u>2,518.96</u></u>	<u><u>2,133.39</u></u>

**REPRESENTED BY****Current Assets**

Bank Account	9,521.54	2,519.78	2,130.51
Deposit Account	0.00	0.00	0.00
Debtors	0.00	0.00	0.00
Income in Advance	0.00	0.00	0.00
Uncleared Cheques	0.00	0.00	0.00
Petty Cash	2.34	2.88	2.88
	<u><u>9,523.88</u></u>	<u><u>2,518.96</u></u>	<u><u>2,133.39</u></u>
	(0.00)		

I confirm that subject to the above, the accounts have been properly prepared and are in accordance with the books and records of the Coleridge Pre-School Playgroup for the year ended 31st December 2020

**COLERIDGE PRE-SCHOOL PLAYGROUP**  
**FOR THE YEAR ENDED 31ST DECEMBER 2020**

**EXPENDITURE**

	2020		2019		2018	
	£	£	£	£	£	£
<b>EXPENSES</b>						
<b>EMPLOYMENT</b>						
Staff Wages	75,975.26		52,785.71		41,666.24	
Staff Training	193.42		168.80		741.00	
		76,168.68		52,954.51		42,407.24
<b>ESTABLISHMENT</b>						
Council Tax	94.00		935.44		913.98	
Water rates	347.75		502.01		320.15	
Insurance	869.41		858.16		846.67	
Electricity	3,766.23		3,050.68		2,048.51	
Gas	241.97		838.96		787.28	
Repairs and Maintenance	1,741.21		332.17		692.37	
		7,060.57		6,517.42		5,608.96
<b>ADMINISTRATION</b>						
General Administration	716.61		626.07		604.84	
Telephone	827.63		645.71		987.47	
Stationary and Advertising	857.89		296.05		645.07	
		2,402.13		1,567.83		2,237.38
<b>TOYS AND EQUIPMENT</b>		2,308.07		1,534.46		1,153.90
<b>CONSORTIUM</b>		2,184.13		440.81		479.05
<b>FUNDRAISING</b>		0.00		0.00		0.00
<b>OTHER EXPENSES</b>						
Milk and snacks	478.76		473.00		436.68	
Photographs	0.00		0.00		0.00	
Sweat Shirts	228.56		0.00		0.00	
Childrens Partys	0.00		0.00		0.00	
Bank Charges	49.26		76.70		64.94	
AGM/Staff Gifts	99.49		121.32		103.46	
Petty Cash	0.00		0.00		0.00	
Ofsted	220.00		220.00		220.00	
Funding Repaid	0.00		0.00		0.00	
Fees repaid	0.00		0.00		0.00	
Summer trip	0.00		0.00		0.00	
Sundries	0.00		113.08		35.00	
Toddlers	0.00		0.00		0.00	
		1,076.07		1,004.10		860.08
Carried over to page 2		<u>91,199.65</u>		<u>64,019.13</u>		<u>52,746.61</u>

COLERIDGE PRE-SCHOOL PLAYGROUP

FOR THE YEAR ENDED 31ST DECEMBER 2020

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Hall hire		50.00		137.50		230.00	
Donations		0.00		660.00		200.00	
Grants/Restricted funds		0.00		0.00		0.00	
Trips		0.00		0.00		0.00	
<b>FUNDRAISING</b>		0.00		0.00		0.00	
<b>OTHER INCOME</b>							
Special needs		0.00		1148.28		2207.71	
Milk		0.00		0.00		0.00	
Photographs		0.00		0.00		0.00	
Sweat Shirts		0.00		0.00		0.00	
Posters		0.00		0.00		0.00	
Wages return		5,783.24		0.00		0.00	
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<b>LESS EXPENDITURE (Page 3)</b>		(91,199.65)		-64019.13		-52746.61	
<b>EXCESS OF INCOME OVER EXPENDITURE/ EXCESS OF EXPENDITURE OVER INCOME</b>		<u>7,004.92</u>		<u>385.57</u>		<u>(295.84)</u>	

I Verify these Accounts have been audited by myself -

Patrick Moore

Four Elms Farm

Alington Road

EX11 1NY

22/10/21

P. Moore