

<b>Minutes</b>	<b>Coleridge Pre-school AGM</b>	
<b>Date</b>	<b>Wednesday 12<sup>th</sup> October 2022</b>	
<b><u>Contacted</u></b>	<b><u>Outgoing committee</u></b>  Vicky Scott-Hake Emma Callaway Vicky Cave	<b><u>New Committee</u></b>  Lydia Vanstone. (remaining) Rosie Barrett. (remaining) Laura Hosking Kiera Brabon Sophie Brooks
<b>Notes</b>		<b>Action/Vote</b>
<p><b>Chair report.</b>  Good evening and welcome, thank you for attending this year's AGM both personally and electronically. This AGM is to cover Coleridge Pre-school Playgroup and out of school provision for the year ending December 2021. We 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>Ashleigh, informed the meeting that the year had started off in a very good position, with COVID 19 restrictions to the forefront of everyday life for everyone.</p> <p>Heidi left the pre-school mid-way through the first half of the year</p> <p>Tania started her level 3 training 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 still closed until restriction were lifted in June, which combined with low numbers in pre-school meant the overall income to Coleridge took again a drop. And we had to carefully to remain the future of Coleridge. But as you will see in the financial report, we did maintain a good end to the year despite a small loss which was to be expected.</p> <p>We 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</p>		

reduced income. However, the committee and staff did ensure that the fire alarm system was completely replaced at the end of the year.

We also would remind all Coleridge members the need to do some very large fundraising to be able to complete work needed. With the COVID restrictions we were extremely limited on fundraising options however we are able to conduct things better now and have lots of ideas we would like to discuss as well as hoping for ideas from yourselves.

The committee would also like to say thank you to Pat Moore for overseeing the books, something Annamarie arranges and is another thing we are looking for someone to take over doing.

**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.

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

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We 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.

Lydia, informed parents we would say a big thank you to the committee members who also stayed to see Coleridge through. It had again been a very unusual year and they had agreed to form a committee for the following year.

Lydia 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.

Lydia, informed the meeting that parents on committee who wished to remain, were, herself and Rosie Barrett. Lydia voiced that she was happy to stand for Chair this year. Ashleigh had stated that she is happy to stand as staff representative to the committee.

Laura Hosking and Kiera Brabon have approached Ashleigh and stated they would like to join the committee as parents of children who attend Coleridge. We asked if any other parents wished to join committee, and Sam Brooks said that his wife Sophie would volunteer she was just unable to attend 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.

Signed - LVanstone (new chair) Date - 13.10.22

## COLERIDGE PRE-SCHOOL PLAYGROUP

FOR THE YEAR ENDED 31ST DECEMBER 2021

## INCOME AND EXPENDITURE ACCOUNT

	2021		2020		2019	
	£	£	£	£	£	£
<b>INCOME</b>						
Fees funded		48,647.04		62,231.52		42,159.51
Fees unfunded		31,133.57		30,139.81		20,299.41
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		0.00		50.00		137.50
Donations		0.00		0.00		660.00
Grants/Restricted funds		0.00		0.00		0.00
Trips		0.00		0.00		0.00
<b>FUNDRAISING</b>		428.60		0.00		0.00
<b>OTHER INCOME</b>						
Special needs	0.00		0.00		1,148.28	
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	3,581.58		5,783.24		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	
		3,581.58		5,783.24		1,148.28
<b>TOTAL INCOME</b>		83,790.79		98,204.57		64,404.70
<b>LESS EXPENDITURE (Page 3)</b>		(84,347.53)		-9,119.65		-6,401.13
<b>EXCESS OF INCOME OVER EXPENDITURE/ EXCESS OF EXPENDITURE OVER INCOME</b>		<u>(556.74)</u>		<u>7,004.92</u>		<u>385.57</u>

Pat Moore.

I have verified the information contained in  
these accounts.

Four Elms Farm  
Aldington Road,  
EXH1 1NY.

R. Moore. 10.10.22

**COLERIDGE PRE-SCHOOL PLAYGROUP**  
**FOR THE YEAR ENDED 31ST DECEMBER 2021**  
**EXPENDITURE**

EXPENSES	2021		2020		2019	
	£	£	£	£	£	£
<b>EMPLOYMENT</b>						
Staff Wages	71,211.01		75,975.26		52,785.71	
Staff Training	714.00		193.42		168.80	
		71,925.01		76,168.68		52,954.51
<b>ESTABLISHMENT</b>						
Council Tax	243.06		94.00		935.44	
Water rates	53.60		347.75		502.01	
Insurance	882.83		869.41		858.16	
Electricity	3,372.00		3,766.23		3,050.68	
Gas	246.16		241.97		838.96	
Repairs and Maintenance	679.49		1,741.21		332.17	
		5,477.14		7,060.57		6,517.42
<b>ADMINISTRATION</b>						
General Administration	932.98		716.61		626.07	
Telephone	900.36		827.63		645.71	
Stationary and Advertising	695.19		857.89		296.05	
		2,528.53		2,402.13		1,567.83
<b>TOYS AND EQUIPMENT</b>		2,081.05		2,308.07		1,534.46
<b>CONSORTIUM</b>		1,139.85		2,184.13		440.81
<b>FUNDRAISING</b>		0.00		0.00		0.00
<b>OTHER EXPENSES</b>						
Milk and snacks	561.87		478.76		473.00	
Photographs	0.00		0.00		0.00	
Sweat Shirts	0.00		228.56		0.00	
Childrens Partys	0.00		0.00		0.00	
Bank Charges	65.68		49.26		76.70	
AGM/Staff Gifts	58.10		99.49		121.32	
Petty Cash	0.00		0.00		0.00	
Ofsted	220.00		220.00		220.00	
Funding Repaid	91.30		0.00		0.00	
Fees repaid	0.00		0.00		0.00	
Summer trip	0.00		0.00		0.00	
Sundries	199.00		0.00		113.08	
Toddlers	0.00		0.00		0.00	
		1,195.95		1,076.07		1,004.10
		<u>84,347.53</u>		<u>91,199.65</u>		<u>64,019.13</u>

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*R. Moore*

**COLERIDGE PRE-SCHOOL PLAYGROUP**

**FOR THE YEAR ENDED 31ST DECEMBER 2021**

**BALANCE SHEET**

	2021 £	2020 £	2019 £
<b>GENERAL FUND</b>			
Opening Balance	9,523.88	2,518.96	2,133.39
Excess of Income over Expenditure	(556.74)	7,004.92	385.57
Closing Balance	<u>8,967.14</u>	<u>9,523.88</u>	<u>2,518.96</u>

**REPRESENTED BY**

**Current Assets**

Bank Account	8,962.14	9,521.54	2,519.78
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	5.00	2.34	(0.82)
	<u>8,967.14</u>	<u>9,523.88</u>	<u>2,518.96</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 2021

*H. Moore*

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