

MEETING MINUTES

Aim/Purpose AGM

Date 24/02/2026

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Persons Present Georgina Horler, Sarah Branson, Lucy Richardson, Laura Rolley, Charlotte Shepherd, Delphine Maren, Debbie Simmonds, Denise Lee

Apologies from Katie Jones

Description of items discussed	Action (initials)
<p>Meeting opened at 7.30pm Debbie welcomed everyone to the agm and thanked them for coming. Manager's report was read. Copy attached</p> <p>It was stated that we need to recruit another trustee as Vikki has resigned. No one had been approached about the vacancy. DL to send another email to parents asking if anyone would like to join the committee. The current trustees are all happy to continue with their roles.</p> <p>Fundraising – DS explained the grants received and what was purchased with the money. The climbing frame is still not built as it is complicated and with dark evenings and busy home lives, there has not been time. SB said that her husband is a carpenter and that she would ask him if he would be able to take a look and possibly build it. The staff are looking at doing another sponsored bounce this year and an Easter Raffle is in the pipeline.</p> <p>An update on the staffing was read from the report and DL went through the financial report and the accounts. A question was raised about the rent payment being high. DL explained that the school had not collected rent for a number of years and we paid the total amount for those missing years in one go. It should be a regular yearly payment moving forward.</p> <p>AOB – The outing this year will be to Washbrooks, with the same format as last year with parents making their own way to the farm. The setting has to remain open for those children who can not go.</p> <p>It was mentioned that the links for the Christmas play recordings were no longer working. These were extremely complicated to sort and send this year. DL will look into maybe drop box or something similar where the video can be stored for longer and that link then sent to parents.</p> <p>Meeting closed at 7.56pm</p>	



Annual General Meeting: 24th February 2026

Manager's Report

Good Evening and welcome to our AGM.

A vital part of Playgroup is our trustee committee: We say farewell to Vikki this year. Thank you to all the committee team for your time and commitment that you have shown. Are you all happy to continue on in your roles for another year?

(If you have a little time on your hands and would like to get more involved, please do consider joining our committee. As I mentioned just now, it is important that we have current parents as trustees, and you can help shape the future of the group by sharing your views. Please send us an email or ask if you would like more information.)

Fundraising has been very much on the agenda this year and we continue to explore new ways of raising vital funds for our equipment. Last April we held a sponsored bounce, which raised an amazing amount of money enabling us to create the stone play area. The committee also held a successful mystery plant sale. A cake sale was held just before Christmas and a total of £99.66 was raised. We received a grant of £1000 from Gatwick Airport Community Trust which we used to move the cabin to the front garden and replace the vegetable beds. We also received £500 from the Tesco blue tokens which was used to purchase a new climbing frame.

Thank you to the parents who came to stay and play, donated toys, equipment, or snack items, you are all an important part of our little playgroup community.

I want to take this opportunity to thank all the staff for their commitment and hard work. Although we have had a busy year, they have all taken the time to progress their training. Martin has settled in and is undertaking his Level 2 qualification. We have also taken on a new Bank Staff member, Lucy Richardson, who is currently doing her mandatory training. Emma Todman is now our Mental Health Lead and has completed a number of training courses. All staff attended their Safeguarding and Child Protection training this month and First Aid training was delivered last March for all the staff in the setting.

Finance

Accounts have been stable this year, with a slight deficit of £3363. There has been a decrease in the cost of our electricity and water over the last year due to Rocketeers having relocated. In other costs there has been a slight increase due to the fact that we are at full capacity and associated costs have increased.

We have received the funding rates from WSCC for the next financial year and these have increased just under 3% on last year. They are effective from the Summer Term 2026. We propose to increase our hourly fees in line with this by 3% from September 2026. This will make our hourly rates £6.70 for ages 3 and over and £7.85 for 2 year olds, which is still a very competitive rate for Horsham. We start September 2026 at approximately half full, which is about normal for a September, but we expect this to increase over the next two



terms. We have contingency funds to cover any shortfall in income.

Thank you to all of you for joining us tonight, and for helping us to support your children's development. When we all work together like this, the children can really thrive and benefit.
Debbie Simmonds

INCOME AND EXPENDITURE ACCOUNT : 1st September 2024 to 31st August 2025

INCOME

	<u>2024/25</u> <u>CURRENT YEAR</u>	<u>2023/24</u> <u>PRIOR YEAR</u>
Fees	121,078.70	75,351.70
Outing	261.00	-
Grant / Loan	-	-
Interest Accrued on savings account	488.35	663.62
Donations / fundraising	3,985.59	974.04
other	3,687.20	995.12
landlord /rocketeers	-	5,160.30
TOTAL	129,500.84	83,144.78

EXPENDITURE

	<u>2024/25</u> <u>CURRENT YEAR</u>	<u>2023/24</u> <u>PRIOR YEAR</u>
Salaries / Wages	105,263.99	77,741.04
Uniform	60.00	163.80
Rent / Rates	4,538.92	538.92
Insurance	1,800.05	1,608.08
Equipment / Materials	3,099.60	2,877.14
Advertising / Website	1,253.80	910.40
Seasonal (inc. Outing)	519.67	113.12
Training	1,328.04	504.00
family	3,369.60	2,145.60
Telephone / Postage / Stationary	3,358.72	3,465.24
Electricity / water	1,264.40	1,651.79
Maintenance	5,358.06	1,243.63
Prof Fees and Subs	397.22	360.82
AGM Expenses	14.35	25.49
Fundraising Costs	26.40	32.90
Milk / Kitchen Supplies	448.02	766.98
Travel / Motor Expenses	17.10	-
other	321.68	119.51
landlord / rockateers	-	99.10
waste removal	424.60	253.10
TOTAL	132,864.22	94,620.66

BANK ACCOUNT BALANCES : As at 31st August 2025

	<u>2024/25</u> <u>CURRENT YEAR</u>	<u>2023/24</u> <u>PRIOR YEAR</u>	<u>I&E to Bank Reconciliation</u>	<u>CURRENT YEAR</u>	<u>PRIOR YEAR</u>
Current Account	17,644.97	21,529.51	Increase / (Decrease) - Bank	- 3,363.38	- 11,475.88
Deposit Account	53,253.44	52,765.09	Surplus / (Deficit) - I&E	- 3,363.38	- 11,475.88
Petty Cash	76.54	43.73			
Total	70,974.95	74,338.33			

I have examined the financial records of Heather Playgroup and verify that the statements above accurately represents the financial activity of the Playgroup for the year 1st September 2024 to 31st August 2025



Claire Green

Oct-25

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