



Chair's Report
AGM 18th November 2020
Petts Wood Playgroup for Children with Special Needs

The year 2019/2020 began as normal with a quiet calmness and business as usual. This was blown off course with the unexpected arrival of Covid-19 bringing with it a deadly pandemic in the spring of 2020 with much disruption to normal life as we once knew. For the first time in our 52 year history the playgroup had to close its doors in March, to our vulnerable children, for almost six months, resulting in considerable hardship to them and their families. This problem was compounded by the interruption of normal community services for children with special needs. The impact on these vulnerable families is immeasurable. At the time the playgroup reopened its doors in September to a restricted number of children, the leader, Larry Simpson and her team had worked extremely hard to ensure the children returned to a Covid secure environment, minimizing the risk to children and staff.

During the lockdown, whilst the playgroup was closed, Larry and her team continued to support our children and their families by being in regular telephone contact and by means of social media and website thus minimizing any feelings of isolation. The team was on standby to guide and support them through some very difficult times. I have no doubt the families truly appreciated the team's selflessness and their hard work in ensuring families were kept buoyant. I, together with members of the committee would like to express our sincere thanks and heartfelt gratitude to our playgroup leader and her team and in particular to Larry for all the dedication and kindness extended to our vulnerable families during a really challenging time and additionally for ensuring the re-opening of the playgroup in a timely way.

The Leader's Report covers all aspects of work done within the playgroup and their activities through the year albeit curtailed for obvious reasons. We, the committee would also like to extend our thanks to the two deputy leaders, Janet Gloin and Sam Marshall, to all volunteers/helpers and the two minibus drivers, Diane and Mike for their support in keeping the playgroup up and running.

On a more cheerful note, I am pleased to announce the building work has been completed to a high standard. This room provides sufficient storage space for large pieces of equipment which no longer need to be carried from place to place. Aesthetically the outcome is pleasing from both outside and inside. Again, a special thanks to Larry for coordinating the work during the lockdown and ensuring work was completed as scheduled before the autumn term. I would like to extend my thanks to Hilary Miles, Nadene Snyman, Church Minister, Church Representatives and other members of the Church for supporting the playgroup with this extension. All relevant documents have been signed and paperwork is up to date. This extension was possible because of the generosity of our donors. We would like to thank all our donors who helped us to make this happen.



The playgroup committee has run into difficulties with holding our regular meetings this year, the last “normal” committee meeting having been held in February 2020. The one scheduled for June was modified and communication was done electronically (e-mail), though not ideal, helped to keep members updated with the financial position and the current situation relating to the playgroup (Leader’s Report). As there were no urgent issues or decisions to be made, the format worked. A zoom meeting was considered but felt not appropriate and we may not have had full participation. The decision to defer the next committee meeting and AGM scheduled for 18th November 2020 was a decision made with the committee. It was agreed that the minutes of the 2019 AGM, Leader’s Report, Treasurer’s Report and Chair’s Report be circulated to all committee members and be made available to families and supporters/friends of the playgroup. The committee has agreed to remain in post until elections can be held, which we anticipate would be later in 2021. The committee will continue to be in touch electronically.

Our financial position is stable as shown in the Treasurer’s Report. Our thanks go out to all our generous donors, sponsors and Friends of PWPG for their continuing support.

The committee would like to thank the Churches and their representatives for supporting our charitable organisation.

A very big thank you to Richard Clarke, the treasurer, for all the hard work behind the scenes in keeping the accounts up to date and ensuring the finances are managed properly. Thank you to Sue Leonard, the minutes’ secretary whose support has been invaluable and also to Graham Foster, the secretary.

Thank you to all our committee members for giving their precious time and for their understanding during these unprecedented times. Nothing seems normal at present but we will together get through these difficult times and emerge stronger and better.

Last but not least, a word of thanks, go out to all our children and their families. Though the past nine months have not been easy for them, they have remained patient and understanding of our difficulties. They remain the focus of our most amazing team and all the hard work put in by them is for the benefit of our vulnerable children and families.

Dr. Menaka de Silva

***Chair Petts Wood Playgroup for Children with Special Needs
18th November 2020***



Treasurer's Report
AGM 18th November 2020
Petts Wood Playgroup for Children with Special Needs

2019/20 was a remarkable year for everyone, including the Playgroup. Thanks to the continuing support of our staff, volunteers, drivers, escorts, donors and Bromley Council of course, we have been able to weather the effects of the pandemic on our finances. Although the playgroup closed in March, alongside all other settings, the Council continued (largely) to pay committed grants which enabled us in turn to continue paying our staff 100% of their expected wages. We were also able to maintain our contributions to volunteers in lieu of direct recompense, as a way to say thanks for their continued support. Although the pandemic has had some financial impact, we remain in a sound place financially to achieve our charitable aims.

In previous years we had been fortunate in receiving each year one or more very significant and generous five-figure donations and legacies from individuals. During 2019/20 our income generation returned more to “normal”, although I’m pleased to say we retain and value our range of regular donors who help keep our Charity running.

However, these previous large donations enabled us during 2019/20 to complete a long-held intended project to expand the space available to the playgroup to better support the children who attend. This work was completed in late summer 2020 and will be an asset for the playgroup for many years to come. Financially, this building had the effect of largely returning our balances to the ‘normal’ level familiar for most of the past decade or more. Setting about this work also gave us the chance to formalise the relationship with the Church who continue to graciously host the playgroup.

Looking ahead to 2020/21, at the moment it’s hard to be certain of anything. However, the early months of the year – if only financially – have been more ‘normal’ and find us keeping up a small surplus. This fundamentally sound financial operation, plus retaining significant accumulated balances, leaves the Charity well set to continue supporting local children with special needs for years to come.

Rich Clarke CMIIA CPFA ACFS

Treasurer Petts Wood Playgroup for Children with Special Needs
18th November 2020



Petts Wood Playgroup For Children With Special Needs

Income and Expenditure Account
Year ended 31 August 2020

2018/19		2019/20
	Income	
£18,855	Donations (Individual)	£3,525
£7,521	Donations (Group/Corporate)	£7,670
-	Legacies	-
£37,967	Grants	£40,748
£2,184	Fund Raising	£1,570
£71	Miscellaneous Income	£78
£66,598	Total Income	£53,592
	Expenditure	
(£11,956)	Equipment (Playgroup)	(£7,716)
(£1,685)	Equipment (Office)	(£1,766)
(£149)	Subscriptions	(£347)
(£2,000)	Donations To Other Bodies	(£1,500)
(£1,135)	Minibus (Fuel)	(£710)
(£485)	Minibus (Maintenance & Repair)	(£383)
(£51,667)	Employee & Minibus Staff Costs	(£55,089)
(£1,363)	Insurance	(£1,357)
(£352)	Telephone & Internet	(£530)
(£4,053)	General Expenses	(£46,694)
(£5,102)	Depreciation	(£4,082)
(£79,946)	Total Expenditure	(£120,175)
(£13,349)	Excess of Income over Expenditure	(£66,583)



Petts Wood Playgroup For Children With Special Needs

Balance Sheet
As At 31 August 2020

31/8/19		31/8/20
	ASSETS	
£20,406	Motor Vehicle (DRC)	£16,324
£125	Debtors	
£110,025	Current Account	£49,881
£9,792	National Savings Account	£9,871
£140,348	Total Assets	£76,076
	LIABILITIES	
(£290)	Creditors	(£2,600)
(£290)	Total Liabilities	(£2,600)
£140,058	Net Assets	£73,475

I have examined the Income and Expenditure Account and Balance Sheet of the Petts Wood Playgroup, which are in agreement with the books and vouchers of the Playgroup. In my opinion the Financial Statements give a true and fair view of the Playgroup's affairs as at 31 August 2020, and of its income and Expenditure for the year ended.

P M Johnstone
Accountant

November 2020