

<b>Minutes</b>	<b>Coleridge Pre-school AGM</b>	
<b>Date</b>	<b>Friday 23<sup>rd</sup> October 2020</b>	
<b><u>Contacted</u></b> All parents talked to and contacted regards AGM, letter and detail shared with everyone and questionnaire give to each family.	<b><u>Parents that returned questionnaire.</u></b>  Number sent out 24  Number returned 14	<b><u>Committee</u></b> Lynda Hole Lydia Vanstone Charlotte Squance Rosie Barrett Jo Ingham
<b>Notes</b>		<b>Action/Vote</b>
<p><b>Chair report.</b></p> <p>This year we are unable to hold the AGM in it's usually format due to Government guidelines around (COVID19) so I have spoken to you all about how we will conduct the AGM via e-mail, and the information regarding how we will do this. I would like to thank all the parents of Coleridge Pre-school for all their help and support during these very unprecedented times.</p> <p>Lynda told parents she would be thanking staff for all their support and hard work they did over 2019 including the many hours they gave to the pre-school unpaid.</p> <p>Last year saw the Pre-school celebrate 50 years of Coleridge with a big fundraising event at the end of the Spring term. This was a very successful day, giving new and old members of the Pre-school a chance to come together and remember.</p> <p>The number of children joining pre-school increased throughout the year, and the before and after continued to grow.</p> <p>We did have to have some major work done to the roof in the second half of the Autumn term.</p> <p>Also, reminded members that the pre-school has been a part of Ottery St Mary for 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 so please speak to Lynda. There is a list of jobs that need attention as Lynda's skills are limited to small DIY areas. There are some larger and more skilled jobs that were scheduled to be complete over the coming year, but unfortunately these have not been done yet. But Lynda also stated that we also need to do some larger fund raising to be able to complete other work.</p> <p>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.</p> <p><b><u>Annamarie had the financial report.</u></b></p> <p>Annamarie had provided copies of the financial report which had been checked and signed off by an independent financial adviser. Pat Moore</p> <p>The pre-school is a registered charity and we receive income from DCC for the pre-school children's fees, fees from parents that have</p>		

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 with a small 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 and was at pre-school for the week leading to the vote.

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.

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

Lynda informed parents she would say a big thank you to the committee members, 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 this 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 out Data protection policy.

Then Lynda told parents she had been chair of the pre-school since 2011 and informing the parents this would be the last year, she could stand in line with the Coleridge constitution,

Lynda said there were parents on committee who wished to remain, they were, Lydia Vanstone, Joanne Ingham Rosie Barrett and Charlotte Squance, And if any parents wish to join committee please speak to one of the committee members so they can be put forward to the vote.

No one wished to join committee. Parents had all been given questionnaire and these were returned for the count on Friday 23<sup>rd</sup> October 2020.

The count was concluded the AGM was complete and parents are aware that the committee remained. And paperwork was complete.

**COLERIDGE PRE-SCHOOL PLAYGROUP**

**FOR THE YEAR ENDED 31ST DECEMBER 2019**

**INCOME AND EXPENDITURE ACCOUNT**

	2019		2018		2017	
	£	£	£	£	£	£
<b>INCOME</b>						
Fees funded		42,159.51		34929.11		15,316.50
Fees unfunded		20,299.41		14883.95		16197.66
Fees unfunded		0.00		0.00		450.29
Unfunded weeks		0.00		0.00		0.00
Toddlers		0.00		0.00		0.00
Hall hire		137.50		230.00		230.00
Donations		660.00		200.00		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	1,148.28		2207.71		808.65	
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	0.00		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	
		1,148.28		2,207.71		808.65
<b>TOTAL INCOME</b>		64,404.70		52450.77		33,203.10
<b>LESS EXPENDITURE (Page 3)</b>		(64,019.13)		-52746.61		-32371.77
<b>EXCESS OF INCOME OVER EXPENDITURE/ EXCESS OF EXPENDITURE OVER INCOME</b>		<u>385.57</u>		<u>(295.84)</u>		<u>831.33</u>

**COLERIDGE PRE-SCHOOL PLAYGROUP****FOR THE YEAR ENDED 31ST DECEMBER 2019****BALANCE SHEET**

	2019 £	2018 £	2017 £
<b>GENERAL FUND</b>			
Opening Balance	2,133.39	2,429.23	1,597.90
Excess of Income over Expenditure	<u>385.57</u>	<u>(295.84)</u>	<u>831.33</u>
Closing Balance	<u><u>2,518.96</u></u>	<u><u>2,133.39</u></u>	<u><u>2,429.23</u></u>

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

Bank Account	2,519.78	2,130.51	2,429.82
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	(0.82)	2.88	(0.59)
	<u><u>2,518.96</u></u>	<u><u>2,133.39</u></u>	<u><u>2,429.23</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 2017

**COLERIDGE PRE-SCHOOL PLAYGROUP**

**FOR THE YEAR ENDED 31ST DECEMBER 2019**

**EXPENDITURE**

	2019		2018		2017	
	£	£	£	£	£	£
<b>EXPENSES</b>						
<b>EMPLOYMENT</b>						
Staff Wages	52,785.71		41,666.24		25,280.70	
Staff Training	168.80		741.00		198.00	
		52,954.51		42,407.24		25,478.70
<b>ESTABLISHMENT</b>						
Council Tax	935.44		913.98		900.94	
Water rates	502.01		320.15		482.50	
Insurance	858.16		846.67		587.48	
Electricity	3,050.68		2,048.51		1,134.00	
Gas	838.96		787.28		560.74	
Repairs and Maintenance	332.17		692.37		330.26	
		6,517.42		5,608.96		3,995.92
<b>ADMINISTRATION</b>						
General Administration	626.07		604.84		411.10	
Telephone	645.71		987.47		901.23	
Stationary and Advertising	296.05		645.07		246.53	
		1,567.83		2,237.38		1,558.86
<b>TOYS AND EQUIPMENT</b>		1,534.46		1,153.90		539.89
<b>CONSORTIUM</b>		440.81		479.05		88.31
<b>FUNDRAISING</b>		0.00		0.00		0.00
<b>OTHER EXPENSES</b>						
Milk and snacks	473.00		436.68		334.48	
Photographs	0.00		0.00		0.00	
Sweat Shirts	0.00		0.00		0.00	
Childrens Partys	0.00		0.00		0.00	
Bank Charges	76.70		64.94		66.26	
AGM/Staff Gifts	121.32		103.46		54.35	
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	113.08		35.00		35.00	
Toddlers	0.00		0.00		0.00	
		1,004.10		860.08		710.09
Carried over to page 2		<u>64,019.13</u>		<u>52,746.61</u>		<u>32,371.77</u>



COLERIDGE PRE-SCHOOL PLAYGROUP  
FOR THE YEAR ENDED 31ST DECEMBER 2019  
INCOME AND EXPENDITURE ACCOUNT

	2019	2018	2017
	£	£	£
<b>INCOME</b>			
Fees funded			15,316.50
Fees unfunded	42,159.51	34,929.11	16,187.66
Unfunded weeks	20,299.41	14,893.95	450.29
Toddlers	0.00	0.00	0.00
Hall hire	0.00	0.00	0.00
Donations	137.50	230.00	230.00
Grants/Restricted funds	660.00	200.00	200.00
Trips	0.00	0.00	0.00
	0.00	0.00	0.00
<b>FUNDRAISING</b>	0.00	0.00	0.00
<b>OTHER INCOME</b>			
Special needs	1,148.28	2,207.71	808.65
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	0.00	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
	1,148.28	2,207.71	808.65
<b>TOTAL INCOME</b>			
	64,404.70	52,460.77	33,203.10
<b>LESS EXPENDITURE (Page 3)</b>	(64,019.13)	-52,746.51	-32,371.77
<b>EXCESS OF INCOME OVER EXPENDITURE/ EXCESS OF EXPENDITURE OVER INCOME</b>	<u>385.57</u>	<u>(285.84)</u>	<u>831.33</u>

I certify that I have verified the accounts shown  
to me on 14<sup>th</sup> October 2020.

A Moore  
Four Elms Farm  
Alington Road  
Offery St Mary  
EX11 1NY