



# Trustees' Annual Report & Accounts 2021

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NATIONAL  
LOTTERY  
CHARITIES

Registered Charity No. 1069714 | Ofsted Registration No. 221911





# Trustees' Annual Report

for the period  
from 01 February 2020 to 31 January 2021

## **REFERENCE & ADMINISTRATION DETAILS:**

Charity Name	The Meadows Day Care Centre
Other Names	The Meadows Centre (Chatteris) - Old Name
Registered Charity No.	1069714
Charity's Principal Address	The Meadows Day Care Centre Farriers Gate Chatteris Cambridgeshire PE16 6QP.

## **Names of the Charity Trustees who have managed the Charity (1 Feb 2020 to 31 Jan 2021).**

Trustee Name	Office (if any)	Dates Acted (if not for whole year)	Name of person (or body) entitled to appoint trustee (if any)
John Smith	Chair		
Susan Kelly	Manager		
Tanya Southern			

## **Names of the Trustees for the charity.**

Trustee Name	Dates Acted (if not for whole year)
Pauline Bell	
Samantha Mandley	

## **Names and Addresses of advisors:**

Type of Advisor	Name	Address
Independent Examiner	Mark Saunders	7, Tribune Close, Chatteris, Cambridgeshire. PE16 6UY

## **STRUCTURE, GOVERNANCE & MANAGEMENT**

<b>Type of Governing Document</b>	Constitution adopted 26 Feb 1998, as amended 17 Apr 1998, as amended 17 Oct 2007, as amended 20 May 2014.
<b>How the Charity is constituted</b>	Association made-up from members and users of the Centre.
<b>Trustee selection methods</b>	Trustees are appointed/re-appointed annually at the AGM or by adoption to the Management Committee during the year.
<b>Additional governance issues</b>	<p>The Centre has a number of policies which act as governance and guidance to the trustees, staff and volunteers which include a Safeguarding and Child Protection policy.</p> <p>The Centre ensures that all staff and volunteers are deemed suitable through Disclosure and Barring Service (DBS) checks.</p> <p>It is a requirement of the Centre's Ofsted registration that all committee members are deemed suitable to form part of the 'registered person'* through their own checks and through Disclosure and Barring Service (DBS) checks.</p> <p><i>*The Childcare Act 2006 uses the concept of the registered person. 'Person' covers both individuals and organisations, such as companies, partnerships and committees who have overall responsibility for the provision of childcare.</i></p> <p>All trustees give their time voluntary and receive no remuneration or other benefits.</p>

## **OBJECTIVES & ACTIVITIES:**

<b>Summary of the objectives of the charity set out in its governing document.</b>	<p>To educate and assist children and young persons living in or attending full time education within the town of Chatteris or the surrounding villages ("the locality") during their pre-school and out of school time so to develop their mental, physical, spiritual and social capacities that they may grow as individuals and members of society.</p> <p>To offer appropriate play, education and care facilities, extended hours groups ensuring that all inhabitants of the locality are offered the same opportunities whatever their gender, race, culture, religion, means or ability.</p> <p>To provide and assist in the provision of facilities for the recreation and leisure time occupation of inhabitants of the locality in the interests of social welfare and so that their conditions of life may be improved.</p>
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**Summary of the main activities undertaken for the public benefit in relation to these objects during the reporting period.**

**Childcare:**

The focus of the Charity's main activities remained the provision of childcare for children and young people over the age of 2 years old within the local area through a nursery.

The Centre is required to follow the Statutory Framework for Early Years Foundation Stage (EYFS), which specifies requirements for learning and development and safeguarding children promoting their welfare.

The Centre's childcare activities benefited those who attended the Centre by educating them, developing their social skills whilst; in the case for the nursery preparing them for full time education. The Centre believes in encouraging children's and young people's independence to foster their self-esteem.

The Centre welcomed children and young people from all backgrounds regardless of race and religion, gender, personal circumstances or educational needs.

The nursery also welcomed young people on work experience placements from local further education colleges who were studying towards a childcare qualification. As well as providing work experience placements for local school children.

**Community Centre:**

The Charity also made its facilities (building and equipment) available to the local area for parties, meetings, and other leisure and recreational activities.

The Centre is often used by families to hold children's parties, has seen the occasional organisation hold meetings/training sessions.

**Additional details of objectives and activities during the reporting period.**

The Charity was thankful for the contribution made by volunteers from the parents of children who attended the Centre and others from the community. This volunteer help was greatly appreciated.

## **ACHIEVEMENTS & PERFORMANCE:**

### **Summary of the main achievements of the Charity during the year.**

The activities of the Centre during the year were, like all other areas of the society, greatly affected by the impact of the Covid-19 pandemic from March 2020 through to the end of the reporting year.

#### **Childcare - Nursery:**

The reporting period started with the number of children on the roll being in the mid-40's and, as expected and predicted in the previous years report, the numbers on roll at the start of the 2020/21 academic year in September remained low. By the end of the reporting period in January 2021, the numbers of children on the roll were 35.

At the beginning of the pandemic and the first national lockdown in March 2020, it was agreed that it would be safer for both the staff and children to close the nursery to all children, even though the nursery could have remained open for key worker children and children deemed at risk.

When schools were allowed to open for all children in May 2020, we agreed to re-open for only a few children, with those children being the ones who would be moving to Primary in September 2020. After conducting a survey of those parents who would be willing to send their children back, we re-opened for the final half-term of the summer for very few children with staff working on a rota system with the same children in 'bubbles'.

The September term started 'as normal' even though the Covid-19 threat still remained strong. Through increased cleaning and extra precautions, the nursery remained open to all children whose parents wished their child to attend.

With the end of the reporting period being in the middle of the second national lockdown, where schools were closed but early years settings were not, many parents who had older children chose to keep their children at home from the nursery as a precaution.

Although the numbers on the roll declined over the reporting period, as anticipated due to the lower-than-expected numbers of children on the waiting list, we can only guess as to the overall reason why. However, continued lockdowns and cautiousness among parents to send their children to a nursery setting throughout the pandemic no doubt had an impact.

#### Childcare - After School:

The After School Club started the reporting period with the number of children attending remaining on the decline. Along with the nursery, the ASC closed due to the first national lockdown in March 2020.

When schools were allowed to re-open in May 2020, it was decided to keep the ASC closed due to the low numbers of children who would be attending school and the nursery.

During this period of closure, we took the time to 'take stock' of the ASC, re-assess its prospects, and look at how it could be run with the new working practices due to Covid-19.

Looking at the finances of the ASC, income since September 2019 had slowed dramatically and it was clear the ASC was no longer running at a level to cover staffing costs; this was not a new thing for the ASC as we had seen this pattern in the past. The difference between now and the historical dips were the fact we had no direct 'competition' from another ASC like we were currently seeing from Glebelands Primary Academy.

We then had to look at how we could run the ASC safely in the Covid-19 world. For the ASC to run 'as normal' we would need to have a full deep clean between the nursery closing and ASC starting, a time period of just 15 minutes.

Other questions surrounding 'bubbles' and how children could mix after being in separate 'bubbles' at school all day needed answering.

Taking all of the above into account, it soon became clear that the ASC was declining and unlikely to grow again and ensuring Covid-19 safety would be difficult. We then took the difficult decision not to re-open the ASC in September, and to permanently close it.

#### Staff:

The Charity continued to ensure that all staff were fully trained to the statutory level required. Training throughout the Covid-19 pandemic did reduce greatly, but as things have opened-up again we have seen most of the training opportunities move to online platforms rather than face-to-face sessions.

During the reporting period we saw three staff members leave, one of those being an ASC staff member, one

being a nursery staff member who was replaced by a new appointment and the other our office administrator who has been replaced by changes to existing staff roles and responsibilities.

## **FINANCIAL REVIEW:**

### **Brief statement of the Charity's policy on reserves.**

The Centre holds a balance at Bank in two accounts - one current account and one deposit account.

In addition a balance is held in a PayPal account and on occasion a balance may temporarily be held in Strip or Square. Stripe and Square are card processing companies who hold card payments for a number of days prior to the monies being transferred to our bank account.

The reserves held in the current account are used for day-to-day running of the Centre whilst the reserves held in the deposit account are held for the following:

- To meet any unforeseen expenditure that may occur, for example repairs and renewals to the premises.
- To meet any redundancy costs should The Centre cease to operate. It is advised to hold approximately three months payroll costs in reserves for this purpose. Should the situation arise, the cost to the centre at the end of the reporting period would have been in the region of £34,000

### *Note - Restricted Reserves:*

- *Heating replacement reserves:*  
*The small balance remains in this reserve and will be used if and when necessary.*
- *Early Years Improvement Fund Opportunity Area Reserves:*  
*As reported in the previous period, the Centre took part in a successful Early Years Improvement Fund Opportunity Area bid.*  
*Due to the Covid-19 shutdowns and other restrictions there has been little movement with this project.*  
*These funds are restricted for the use of the OA project only and whilst they are held in the Centre's bank accounts, they are held in reserve on behalf of Cambridgeshire County Council. Net*



	<p><i>reserves for the project as at 31 January 2021 was £6,128.56.</i></p>
Details of any funds materially in deficit.	<p>The Centre has seen a surplus from its activities this last financial year with no funds in material deficit.</p> <p>The surplus from all activities this financial year has fallen by 40% when compared to the previous financial year. This reduction is mainly down to a reduction in the numbers of children attending the nursery and one-off costs associated with the closure of the ASC. Adding-back these one-off costs the Centre would have made a profit in the region of £5,000.</p> <p>This profit would not have been possible if it were not for the decision of Cambridgeshire County Council to continue funding throughout lockdown periods irrespective of the child attending his/her sessions.</p> <p>We were also able to take advantage of a loss of revenue insurance claim due to the Covid-19 pandemic. This claim covered unforeseen losses, increased costs of PPE and cleaning, etc.</p>
Further financial review details.	<p>Another item of additional income came in the form of 'protection funding' from the County Council. This funding was given where settings saw a reduced funding payment than for the same period the previous year and was part of Covid-19 recovery funding.</p> <p>Due to these three factors, financially we can compare this reporting period against previous reporting periods.</p> <p>The nursery continues to operate a healthy surplus (when comparing nursery specific revenue and costs). There being a slight increase of 2.46% over the previous year.</p> <p>During the reporting period, nursery revenues from nursery education and associated funding decreased slightly whilst the nursery revenues from non-funded; private paying; childcare fell by 49%. This drop can be directly attributed to fewer children attending the nursery and this in part due to Covid-19.</p> <p>The biggest costs to the Centre remain staff wages and other staffing costs. Due to the funding income remaining payable by the County Council, it would have been very difficult to have furloughed the staff members during the shutdown period. As such we made the decision quite early to continue paying staff members their normal pay based upon their contracted working</p>

hours. This meant honouring all pay increases as notified prior to the lockdowns.

This year the payroll has decreased by 5.3% but still accounted for 80.51% of income and 81.46% of total expenditure. This is partly due to the fact we didn't replace one member of staff when they left. The 6.21% increase in national living wage was the main cause for other increased payroll costs.

Due to the Covid-19 pandemic we have seen a large increase in the costs of cleaning and PPE items this year. Not only have we seen the need to purchase an increased amount of cleaning products, but at times the costs of those products and PPE have jumped to silly levels.

Energy usage has also seen an increase due to the need to keep a flow of fresh air through the building whilst also ensuring the children and staff remained warm during the winter months.

Income received by the charity and its activities have allowed the Centre to provide affordable childcare for children and young people from the local area, from any background whilst being able to accommodate every need of that child or young person.

The Centre aims to keep childcare fees as low as possible whilst providing the best quality childcare. However, with greater than inflation increases in national living wage rates looming upon the horizon (2.17% April 2020 and 6.6% April 2022) mean that we will need to review our fees accordingly.

The Centre is also able to offer out its facilities to the local community for recreational leisure activities at an affordable rental.

## **OTHER INFORMATION:**

### **Centre Building:**

The Centre building, opened in September 1998 for the purpose of providing childcare and a community centre, is held in Permanent Endowment by the Charity with all initial construction costs being 100% funded by Community Fund Lottery grant. All balances relating to the Centres fixed assets (Centre Building) are restricted funds which the Charity is not able to release.

The land which the building is sited is owned by The Diamond Learning Partnership Trust; transferred from Cambridgeshire County Council ownership with Glebelands Primary School on 1<sup>st</sup> February 2017; and is leased to the Charity on a 'long lease' at peppercorn rent.

**DECLARATION:**

The Trustees declare that they have approved the Trustees' report above.

Signed on behalf of the Charity's Trustees

Signed

A handwritten signature in black ink, appearing to read 'John Smith', with a long horizontal stroke extending to the right.

**Full Name** John Richard Smith

**Position** Chairman

**Date** 09 November 2021

**THE MEADOWS DAYCARE CENTRE**

**ANNUAL ACCOUNTS**

**FOR THE YEAR ENDED**

**31 JANUARY 2021**

## **THE MEADOWS DAYCARE CENTRE**

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# THE MEADOWS DAYCARE CENTRE

## Statement of Financial Activities ( incorporating an Income and Expenditure Account ) For The Year Ended 31 January 2021

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2021 £	Total 2020 £
<b>Incoming Resources</b>					
Local Authority Grants	119,227.46			119,227.46	121,066.09
Fees Received	8,138.89			8,138.89	27,958.08
Hire of Centre	0.00			0.00	90.00
Insurance Claim (Covid)	4,517.00			4,517.00	0.00
Other Income	583.72			583.72	274.81
Interest received	147.79			147.79	261.04
<b>Total Incoming Resources</b>	<b>132,614.86</b>	<b>0.00</b>	<b>0.00</b>	<b>132,614.86</b>	<b>149,650.02</b>
<b>Resources Expended</b>					
<b>Costs of Activities for Charitable Objectives</b>					
Salaries, N.I and Pension Contributions	112,899.51			112,899.51	115,172.90
Repair & Maintenance	2,621.93			2,621.93	6,918.25
Cleaning & Skip Hire	2,772.51			2,772.51	2,696.81
Equipment/Activities	4,266.41			4,266.41	7,027.20
Refreshments/Snacks	927.06			927.06	1,774.75
Other Consumables	1,025.12			1,025.12	1,986.01
Depreciation - Building	0.00		4,767.00	4,767.00	4,767.00
<b>Sub - Total</b>	<b>124,512.54</b>	<b>0.00</b>	<b>4,767.00</b>	<b>129,279.54</b>	<b>140,342.92</b>
<b>Management &amp; Administration</b>					
Audit	175.00			175.00	175.00
NNDR	0.00			0.00	1,134.00
Water Rates	209.83			209.83	1,012.64
Energy Costs	2,114.90			2,114.90	2,500.72
Telephone	464.24			464.24	385.26
Insurance	1,749.15			1,749.15	1,659.12
Subscriptions	1,059.31			1,059.31	1,277.10
Stationery, Printing & Postage	778.22			778.22	1,593.23
<b>Sub - Total</b>	<b>6,550.65</b>	<b>0.00</b>	<b>0.00</b>	<b>6,550.65</b>	<b>9,737.07</b>
<b>Total Resources Expended</b>	<b>131,063.19</b>	<b>0.00</b>	<b>4,767.00</b>	<b>135,830.19</b>	<b>150,079.99</b>
<b>Net Incoming / (Outgoing) Resources</b>	<b>1,551.67</b>	<b>0.00</b>	<b>(4,767.00)</b>	<b>(3,215.33)</b>	<b>(429.97)</b>
<b>Transfer to Restricted Funds</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Movement in Funds</b>	<b>1,551.67</b>	<b>0.00</b>	<b>(4,767.00)</b>	<b>(3,215.33)</b>	<b>(429.97)</b>
Total Funds brought forward 1 February 2020	111,490.13	6,748.56	185,893.00	304,131.69	304,561.66
<b>Total Funds carried forward 31 January 2021</b>	<b>113,041.80</b>	<b>6,748.56</b>	<b>181,126.00</b>	<b>300,916.36</b>	<b>304,131.69</b>

# THE MEADOWS DAYCARE CENTRE

## Balance Sheet as at 31 January 2021

	£	2021 £	£	2020 £
<b>Fixed Assets</b>				
Tangible Assets    Centre Building		181,126.00		185,893.00
<b>Current Assets</b>				
Cash at Bank	119,760.51		117,017.42	
Cash in Hand	187.62		308.58	
Debtors & Prepayments	405.99		1,931.29	
	<u>120,354.12</u>		<u>119,257.29</u>	
<b>Current Liabilities</b>				
Creditors : amounts due within one year	<u>563.76</u>		<u>1,018.60</u>	
<b>Net Current Assets</b>		119,790.36		118,238.69
<b>Net Assets</b>		<u><b>300,916.36</b></u>		<u><b>304,131.69</b></u>
<b>Funds</b>				
Unrestricted Fund				
General Fund - Undesignated		113,041.80		111,490.13
Restricted Funds				
Replacement Funds (Heating)	620.00		620.00	
Opportunity Area EYIF (Cambs CC)	<u>6,128.56</u>	6,748.56	<u>6,128.56</u>	6,748.56
Capital Fund				
Building Fund - Endowment		181,126.00		185,893.00
<b>Total Funds</b>		<u><b>300,916.36</b></u>		<u><b>304,131.69</b></u>

## Notes to the Accounts for the year to 31 January 2021



## 6. Movement in Funds

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL £
<b>Balance at 1 February 2020</b>	111,490.13	6,748.56	185,893.00	304,131.69
Incoming Resources	132,614.86	0.00	0.00	132,614.86
Outgoing Resources	(131,063.19)	(0.00)	(4,767.00)	(135,830.19)
<b>Balance at 31 January 2021</b>	<u>113,041.80</u>	<u>6,748.56</u>	<u>181,126.00</u>	<u>300,916.36</u>

## 7. Net Assets by Funds

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	TOTAL £
Fixed Assets	0.00	0.00	181,126.00	181,126.00
Current Assets	113,605.56	6,748.56	0.00	120,354.12
Current Liabilities	563.76	0.00	0.00	563.76
	<u>113,041.80</u>	<u>6,748.56</u>	<u>181,126.00</u>	<u>300,916.36</u>

## **Independent Examiner's Report to the Trustees of The Meadows Daycare Centre**

I report on the accounts of the Trust for the year ended 31 January 2021, which are set out on pages 1 to 4.

### **Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is needed.

It is my responsibility to :

- \* examine the accounts under section 145 of the 2011 Act;
- \* to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act; and
- \* to state whether particular matters have come to my attention.

### **Basis of independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

### **Independent examiner's statement**

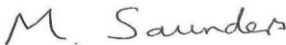
In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect, the requirements:

- \* to keep accounting records in accordance with section 130 of the 2011 Act; and
- \* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act;

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed :   
Name : Mark Saunders B.Sc (Hons), MAAT  
Address : 7 Tribune Close  
Chatteris  
Cambs  
PE16 6UY  
Date : 7 November 2021