

**Tavistock Community Pre-School**  
**Annual General Meeting & Trustees Report**  
**Minutes**

**5.30pm Thursday 19<sup>th</sup> November 2015**

**Preschool, Alexander Centre**

**1. Present**

Kirsten Wake (Chair), Mandy Higgs (Secretary), Carol Bradford (Accounts), Mary Bradford, Rob Bradford, Liz Ring, Amy Turnock, Chloe Rawlinson, Craig Liversidge, Ann-Marie Jago, Chelsea Franklin, Toni Friend, Emma Monk, Chen Yang, Sharon & Alister Holmes, Krystle Pope

**2. Apologies**

Jo Ellis, Jess Stone, Martin & Lucie Jenkins

**3. Agree minutes of last Annual General Meeting**

Minutes of the last AGM were agreed and signed by Kirsten Wake

**4. Chairpersons Report**

The committee welcomed everybody and thanked them for coming.

Kirsten asked the existing committee to stay on until the DBS checks are done on the new committee, all agreed.

**5. Treasurers Report (Carol Bradford)**

Carol Bradford showed the accounts to the meeting and invited everybody to look at it and ask any questions. No questions were asked.

Accounts attached

This year's accounts are all finalised for the charity commission.

Carol Bradford informed the meeting that numbers are down at the moment due to a large number of children going to school and ask if everybody could help by getting our name out there and recommend us to friends and family. Our website has also been down (no fault of ours) which probably hasn't helped.

**6. Staff Report (Mary Bradford)**

See attached.

Mandy Higgs informed the meeting that a new Website and Facebook page has been set up and if everybody can have a look and share with friends and family.

**7. Dissolve current committee**

Current committee have agreed to stay on until DBS checks are completed on new committee.

#### **8. Elect new committee**

The following committee members were elected:

Chelsea Franklin: Proposed Mary Bradford  
Second Kirsten Wake

Toni Friend: Proposed Mandy Higgs  
Second Kirsten Wake

Amy Turnock: Proposed Kirsten Wake  
Second: Mary Bradford

Mary Bradford: Proposed Kirsten Wake  
Second Amy Turnock

Mandy Higgs: Proposed Kirsten Wake  
Second Amy Turnock

#### **9. Any Other Business**

Carol Bradford expressed how important fund raising is and asked if we could have volunteers to become a fundraising committee. Emma Monk, Krystle Pope, Sharon Holmes (with support from Alister Holmes, Craig Liversidge and Ann-Marie Jago agreed to make up the committee.

#### **10. Date of next meeting**

To be arranged when DBS and EY2 are completed.

**Since the meeting Hope Smith, Craig Liversidge and Ann-Marie Jago expressed interests in joining the committee they will be contacting Mary to arrange to do the DBS checks as soon as possible.**

**Tavistock Community Pre-school**  
**Income / Expenditure Statement**

12 Month period ended 31 August 2015

	2015	2014
	£	£
Current Account		
(Opening Balance)	23,334.74	24,152.61
Income Received	56,263.71	53,132.04
(Fees and Grant)		
All Sources	79,598.45	77,284.65
 Total Expenditure	 69,646.67	 53,854.73
 <b>Surplus</b>	 <b>9,951.78</b>	 <b>23,429.92</b>

## Tavistock Community Pre-school

### Income Statement

	<b>2015</b>	<b>2014</b>
	£	£
Vouchers	48,421.64	31,958.24
Fees	7,562.07	6,863.80
EYPS Grant	00.00	4,000.00
Lottery Grant	0.00	10,000.00
Fund Raising	280.00	310.00
<b>Total</b>	<b>56,263.71</b>	<b>53,132.04</b>

## Tavistock Community Pre-school

### Total Expenditure

	2015	2014
	£	£
Rent	5,740.75	7,589.29
Training	180.00	139.20
Salaries	43,661.97	41,232.49
Inland Revenue	3,721.10	0.00
Volunteer Costs	563.20	0.00
Petty Cash	1,337.77	2,027.80
Equipment	1,181.26	329.74
Office	2,207.60	1,105.68
Advertising	203.28	647.45
Miscellaneous	318.16	325.80
Bank Charges	190.58	156.28
Outings	341.00	301.00
Sub Total	59,646.67	53,854.73
Lottery	10,000.00	
Total	69,646.67	

## Lottery Accounts

£

Ground Work	3,800.00
Materials for water play	869.00
School Room	3,200.00
Fencing	1,800.00
Equipment	331.00
Total	10,000.00

Independent Examiners Report for the Trustees of Tavistock Community Pre-school

Year Ending August 31 2015

My report on Tavistock Community Pre-school Accounts for the year ending August 31 2015, are set out on pages 1 - 3

The Trustees of Tavistock Community pre-school are responsible for, and have prepared these accounts. The Trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) that an independent examiner is needed.

It is my responsibility as independent examiner 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 commissioners under Section 145 (5) (b) of the 2011 Act: and

To state whether particular matters have come to my attention

My examination was carried out in accordance with the general directions given by the Charity Commission. The examination includes a review of the accounting records kept by the Tavistock Community Pre-school and a comparison of the accounts presented with the records. It also includes consideration of any unusual items or disclosure within the accounts, and seeking explanation from the trustees concerning any such matters. The procedure 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.

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

Glendale Cottage  
Brentor