



## Annual General Meeting

to be held at 7.00 pm on Wednesday 16<sup>th</sup> February 2022  
by Zoom conference call

(for the zoom link please refer to [paul@milborneladybirds.com](mailto:paul@milborneladybirds.com) BEFORE 16 February)

### AGENDA

#### 1. Introduction and apologies for absence

#### 2. Agreement of the previous AGM minutes (attached)

#### 3. Trustees' Annual Report (draft attached) and matters arising

3.1. To consider and note the Financial Report and audited accounts for the year to 31 August 2021

3.2. To discuss opportunities for purpose-built setting

**Resolution 1:** to authorize trustees to deploy cash reserves as may be necessary to secure grant or gift funding towards move to new setting

#### 4. Election of Trustees

4.1. To consider any new nominations for election as Trustee

4.2. To consider the re-election of current Trustees (as attached)

**Resolution 2:** to approve and elect trustee nominations for 2022

#### 5. Constitution

5.1. To consider and if thought appropriate agree an amendment to the Constitution (v3 January 2017) clause 4h to replace "twice" with "once" so that it reads: "The management committee shall meet at least once a term .."

5.2. To reaffirm as Continuing Resolutions the two resolutions from the 2021 AGM required to transition to a Charitable Incorporated Organisation ("Ladybirds CIO").

**Continuing Resolution 3:** to approve the constitution proposed for Ladybirds CIO and authorize trustees to make any minor amendments needed to it or the proposed new name of the charity in order to secure approval and registration of Ladybirds CIO as a



new charity by the Charity Commission.

**Continuing Resolution 4:** to authorize trustees to dissolve Milborne Ladybirds Playgroup Association in accordance with clause 8(a)2 of the constitution and transfer the assets to the new Ladybirds CIO in accordance with clause 8(c) of the constitution.

**6. Any other business**

**7. Close**



## Nominations for trustees proposals to members at the Annual General Meeting

### **Nominations for election**

Subject to further nominations from members, the following individuals who are current Trustees are proposed for re-election:

- Kelly Gale
- Elizabeth Humphrey
- David French
- Paul Tasker (Officer of the Committee for more than 3 years who's re-election requires special attention in accordance with the Constitution clause 4e)

### **Retired or retiring trustees**

The following trustees have retired at or since the last AGM:

- Jessica Elphinstone Davis

Members should note that Trustees operate as a Trustee board assuming collective responsibility as the officers of the charity. The Trustee board has been chaired by Paul Tasker.

The Trustee board and the Ladybirds' management team continue to promote establishment of a voluntary supporters' group "Friends of Ladybirds" to assist with fundraising and community engagement. Volunteers to support Friends of Ladybirds are sought from friends and family.



Ofsted Reg; EY217717

Charity No.1087441

Milborne Village Hall, The Causeway, Milborne St Andrew, Dorset. DT11 0JX

## **MILBORNE LADYBIRDS PLAYGROUP ASSOCIATION ANNUAL GENERAL MEETING**

Minutes of the Annual General Meeting of Milborne Ladybirds Playgroup Association, registered charity number 1087441 (Ladybirds) held on Thursday 25<sup>th</sup> February 2021 by Zoom conference call

### **Members present**

Jess Elphinstone Davis (also Trustee)  
Kelly Gale (also Trustee)  
Hannah Bardsley (also Trustee)

### **In attendance**

Liz Dyer (Ladybirds Leader)  
Alex Pearse (Staff)  
David French  
Paul Tasker (Trustee)

### **1. Introduction and apologies**

Paul Tasker took the chair to open the AGM saying that he had received apologies for absence from Jennifer Ward. It was unfortunate that there were not more members present.

### **2. Agreement of previous AGM Minutes**

The minutes of last year's meeting had been circulated to members and were accepted as agreed in the absence of any comment. Paul commented that the main matter arising from last year's meeting was the authority to progress conversion to a CIO which would be discussed at item 5.

### **3. Trustees' report and matters arising**

The Trustees' annual report for the year ending 31 August 2020 had been circulated to members. Paul summarised the main issues raised in the report which were last year's loss largely due to the coronavirus pandemic and the efforts to secure developer funding for a new setting on the First School site. Paul commented that the planning application for the development that was to fund our new setting had failed, but that work would continue to find an alternative way forward.

Looking at the prospects for the current year, Paul expected the finances to be once again hit hard by the impact of Covid-19 with the decision to close Ladybirds for the first half of the Spring Term. He was expecting once again to lose money but commented that Ladybirds was fortunate enough to have a reasonably strong cash reserve.

### **4. Election of trustees**

Trustees for election or re-election had been circulated to members. Paul briefly recommended David French and Elizabeth Humphrey (though not present) to the meeting commenting he anticipated they would help, respectively, with the First School interface with the with the Charity's financial governance. Paul informed the meeting that in offering her apologies for attendance, Jennifer Ward had indicated her support for the trustee nominations.



Paul commented that, subject to members' agreement, Jess Elphinstone Davis had volunteered to remain a trustee until arrangements could be made for an alternative second bank signatory.

**It was resolved** unanimously to approve the trustee nominations for 2021 including Jess Elphinstone Davis (amended Resolution 1). Paul commented that he would circulate a trustee declaration form and Liz Dyer noted that new trustees would need to be DBS registered.

## **5. CIO constitution**

Introducing the agenda item, Paul noted that last year's AGM had agreed in principle that the form of the Charity should be migrated from that of a "small charity" to a Charitable Incorporated Organisation (CIO). Last year's AGM had looked forward to an Extraordinary General Meeting to agree a new constitution for the proposed CIO. As no such EGM had been possible trustees were using this AGM to seek members' approval of the draft constitution for the proposed CIO, which had been circulated to members ahead of the meeting.

Paul commented that a CIO was the preferred form for a charity as an employer and would be necessary for us to enter into the agreements contemplated for any new setting. Paul noted that Liz had informally sought the views of members who could not attend the AGM who had overwhelmingly supported the draft constitution and proposed way forward.

**It was resolved** unanimously to approve the constitution proposed for Ladybirds CIO and authorize trustees to make any minor amendments needed to it or the proposed new name of the charity in order to secure approval and registration of Ladybirds CIO as a new charity by the Charity Commission (Resolution 2).

**It was further resolved** unanimously to authorize trustees to dissolve Milborne Ladybirds Playgroup Association in accordance with clause 8(a)2 of the constitution and transfer the assets to the new Ladybirds CIO, when formed, in accordance with clause 8(c) of the constitution, taking care to maintain to the maximum extent possible the current Ofsted registration (amended Resolution 3).

## **6. Any other business**

There being no other business the meeting closed at approximately 19:50.

**Paul Tasker**

Trustee, Chair for the meeting



## Milborne Ladybirds Playgroup Association (the Charity)

Registered Charity 1087441

### Annual Report 2022

for the period to 31 August 2021

#### Public benefit statement

The objectives of the Charity shall be to advance the education of children below compulsory school age. The Association will, whenever possible, be open to all children irrespective of race, creed, colour or physical ability. The Charity benefits families living within and around Milborne St Andrew by providing local playgroup and pre-school facilities that would otherwise not be available.

#### Summary of activities 2020-21

Thanks go to trustees and staff for their dedication and support during another challenging year. Like many other businesses and charities Ladybirds was again hit hard by the coronavirus epidemic causing us to close for much of the Spring term. For this closure, unlike Summer 2020, Dorset County Council (DCC) did not maintain grant payments, but we were able to furlough staff.

Thanks also go to trustees of the Village Hall (Charity number 1176828) which generously gave us a rent holiday for both the Spring and Summer terms. With attendance (children on roll) remaining generally low throughout the year, the support from the Village Hall allowed us to avert what would otherwise have been a significant loss, as noted in the Finance Report below.

An initial roll of 12 children in September 2020 increased to 16 for the Spring term providing some 230 child.hours/week attendance, followed a similar pattern to previous years. Towards the end of the period Trustees and management agreed to try extended opening to 15:00 each day (except Wednesdays) from September 2021 to test whether this would attract more attendance.

Staffing was stable throughout the year although the new deputy leader recruited for September 2020 subsequently resigned at the end of the academic year.

Trustees' efforts during 2021 continued to focus on opportunities for establishing a new, permanent and dedicated setting. Little further progress was made other than to agree in principal a joint approach with the village First School.

#### Progress and plans 2021-22

Some progress was made against the objectives set in the 2021 Annual Report. These remain the key objectives for 2022 and beyond:

- To rebuild attendance – possibly frustrated due to the pandemic, attendance remained well below historic highs. As of January 2022, to move to open afternoons to 15:00 four days per week seems to have been, at least subjectively, successful although the overall attendance has remained much the same as 2020-21. The general sentiment from parents is that the afternoon opening is welcome, we will need to keep a watch its cost effectiveness.
- Complete transformation to a CIO – Trustees agreed to suspend this action pending clarity on likely futures for securing a new setting and closer alignment with the village First School.



- Secure a plan for a new setting – we now have a clear joint strategy agreed with the First School, subject to Academy agreement, developed to support discussion with the developer applying to build on the Homefield site. Whilst this is now defunct, we have a clear position for discussion with the Camleco developer which now has outline planning consent which includes provision of a Pre-school building.

We can be encouraged that an initial positive planning decision potentially delivering a new Pre-school setting has now been made. With little prospect of returning to strong profitability a significant timing risk remains. This will be kept under scrutiny by Trustees.

## Financial Report

### for the period to 31 August 2021

The Charity's finances were managed by the contract book-keeper, Suzi Legg of Sure Figures under the supervision of the Chair of Trustees Paul Tasker. The accounts were once again audited by our voluntary auditor Peter Anthony. The audited accounts are attached.

Particular thanks are due to Peter Anthony who has given notice as auditor after very many years' voluntary service, firstly as Finance Officer and then as auditor. We will need to find a replacement auditor for 2021-22 but Peter will be sorely missed.

As reported above Ladybirds was closed for much of the Spring term due to the Covid-19 pandemic. Although we were not this year able to recover fees from DCC we were able to furlough staff during the closure. The generosity of the Village Hall in extending the rent holiday from the Spring through Summer terms allowed a very significant loss to be averted.

An improvement in fundraising was achieved netting some £1,400 for which thanks primarily go to Kelly Gail and staff.

Both income and expenditure were down on 2019-20 resulting in a net loss of £1,415 eroding cash reserves to a little under £69,000.

#### **Paul Tasker**

Chair, Milborne Ladybirds Playgroup Association  
for and on behalf of trustees,  
approved at trustee board held 16 February 2021



## Annex A1 – Financial Summary Balance Sheet at 31 August 2021

Registered Charity 1087441

OFSTED Reg 217717

### BALANCE SHEET AS AT 31st August 2021

<b>ASSETS</b>			
Fixed Assets *		£	941.72
Less Depreciation		£	668.17
WDV		£	<u>273.55</u>
<b>CURRENT ASSETS</b>			
Debtors		£	422.52
Prepaid Rent		£	-
Bank Accounts		£	68,851.38
		£	<u>69,273.90</u>
<b>CURRENT LIABILITIES</b>			
Creditors		£	262.50
Accrued Expenses		£	-
Deferred Income		£	85.00
		£	<u>347.50</u>
<b>NET ASSETS</b>			
		£	<u><u>69,199.95</u></u>
<b>REPRESENTED BY</b>			
Surplus Fund Distribution		£	-
Fund Raising Capital Fund		£	3,281.19
Operational Reserve Fund		£	3,800.00
New Build Fund		£	16,256.00
General Funds		£	45,589.21
Capital Asset Valuation		£	273.55
		£	<u><u>69,199.95</u></u>

\* Fixed asset items depreciate by 33% of purchase price each full year

Based on a review of the books, records and explanations given to me, in my opinion the financial statements of Milborne Ladybirds Playgroup give a true and fair view of the charity's financial position as at 31st August 2021 and of its income and expenditure for the year then ended.

Signature :

*P.R. Anthony*  
 PETER ANTHONY  
 10-1-22

Name :

Dated :

### BALANCE SHEET AS AT 31st August 2020

<b>ASSETS</b>			
Fixed Assets *		£	2,179.03
Less Depreciation		£	1,237.31
WDV		£	<u>941.72</u>
<b>CURRENT ASSETS</b>			
Debtors		£	681.26 <span style="color: red;">Note 1 SMP due</span>
Prepaid Rent		£	-
Bank Accounts		£	74,121.92
		£	<u>74,803.18</u>
<b>CURRENT LIABILITIES</b>			
Creditors		£	146.25
Accrued Expenses		£	-
Deferred Income		£	4,983.57
		£	<u>5,129.82</u>
<b>NET ASSETS</b>			
		£	<u><u>70,615.08</u></u>
<b>REPRESENTED BY</b>			
Surplus Fund Distribution		£	-
Fund Raising Capital Fund		£	1,820.54
Operational Reserve Fund		£	3,800.00
New Build Fund		£	16,256.00
General Funds		£	47,796.82
Capital Asset Valuation		£	941.72
		£	<u><u>70,615.08</u></u>



# Annex A2 – Financial Summary

## Income & Expenditure Year to 31 August 2021

Registered Charity 1087441

OFSTED Reg 217717

### Income & Expenditure Report YE 31/08/2021

#### INCOME 2020\_21

Invoiced Subscriptions Paid  
Invoiced Subscriptions Outstanding  
Bank Interest  
Donations  
Fundraising  
Nursery Grants (including SEND)  
Support Grants (GLF)  
Other Income ( Job Retention Scheme - Furlough Grant)

£ 6,307.87
£ 422.52
£ 6.26
£ 143.97
£ 1,460.65
£ 26,476.71
£ 2,500.00
£ 2,928.77

#### TOTAL INCOME

**£ 40,246.75**

#### EXPENDITURE 2020\_21

##### Employment

Salaries & N.I. inc Pension & Book Keeping  
Bonuses / Gratuities / Clothing  
Courses, Training, DBS

£ 35,992.93	Notes 1 & 2
£ 189.08	
£ 698.00	
£ 36,880.01	

##### Administrative

Printing, stationery, etc.  
Postage  
Telephone  
Fund raising expenses  
Insurance & Subscriptions  
Advertising  
Extraordinary Expenditure  
Other ; miscellaneous

£ 233.00	
£ 67.99	
£ 490.71	
£ 157.00	
£ 53.00	
£ 1,001.70	

##### Operational Activities

Village Hall Hire  
Food  
Materials (incs cleaning)  
Outings / Visits

£ 2,547.60	
£ 7.85	
£ 361.19	
£ 129.25	
£ 3,045.89	

##### Operational Items

Purchase of non capital equipment items

£ 20.99	
£ 668.17	
£ 45.12	
£ 734.28	

##### Depreciation

Books

Adjusting for last years' liabilities

£ -
-----

#### TOTAL EXPENDITURE

**£ 41,661.88**

#### SURPLUS / DEFICIT FOR YEAR

**-£ 1,415.13**

#### Notes

1 : included here is the E4371.31 SMP rebate received on 06.07.21 ; shown in Income sheet but offset against the wages expense

2 : pending additional maternity pay due to Antonia of £767.94 will be paid in Dec 2021 wages - no adjustment made for this. SLI decided to keep it as a cost in 2021\_22.

### Income & Expenditure Report YE 31/08/2020

#### INCOME 2019\_20

Invoiced Subscriptions Paid  
Invoiced Subscriptions Outstanding  
Bank Interest  
Donations  
Fundraising  
Nursery Grants (including SEND)  
Support Grants (GLF)  
Other Income

£ 5,075.63
£ -
£ 94.28
£ 51.41
£ 514.97
£ 35,041.19
£ 2,500.00

#### TOTAL INCOME

**£ 43,277.48**

#### EXPENDITURE 2019\_20

##### Employment

Salaries & N.I. inc Pension & Book Keeping  
Bonuses / Gratuities / Clothing  
Courses, Training, DBS

£ 40,304.29	Note 1
£ 166.09	
£ 441.00	
£ 40,911.38	

##### Administrative

Printing, stationery, etc.  
Postage  
Telephone  
Fund raising expenses  
Insurance & Subscriptions  
Advertising  
Extraordinary Expenditure  
Other ; miscellaneous

£ 134.43	
£ 122.50	
£ 527.91	
£ 147.00	
£ 103.00	
£ 1,034.84	

##### Operational Activities

Village Hall Hire  
Food  
Materials (incs cleaning)  
Outings / Visits

£ 5,663.54	
£ 259.75	
£ 233.38	
£ 40.66	
£ 6,197.33	

##### Operational Items

Purchase of non capital equipment items

£ 54.79	
£ 1,237.31	
£ 25.66	
£ 1,317.76	

##### Depreciation

Books

Adjusting for last years' liabilities

£ -
-----

#### TOTAL EXPENDITURE

**£ 49,461.31**

#### SURPLUS / DEFICIT FOR YEAR

**-£ 6,183.83**

#### Notes

Note 1 : Statutory Maternity Pay can be reclaimed from the government next tax year (103%).

So rebate pending and included in these figures (E681.26)