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**CAMBRIDGE JOINT PLAYSCHMES  
MINUTES OF THE ANNUAL GENERAL MEETING**

**Tuesday 29<sup>th</sup> September 2020  
Zoom**

**In Attendance:** David Jones, David Knight, Carol Brown, Wendy Little and Paula Nixon

**1. Welcome from the Chairman**

The Chairman thanked everyone for attending and confirmed that the meeting was fully cohort.

**2. Apologies** Dean Family, Tiff Letch, Irina Zuralova and Diana Ogunlana

**3. Minutes of the Last AGM**

Approved and signed by the Chairman.

**4. Matters Arising from the Minutes**

To remove Marley Lagey as a Trustee

**5. Chairman's Report**

**Report of the Chair of Trustees (Management Committee)**

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Charity is governed by a Constitution and is managed in accordance with the Constitution by the Trustees (members of the Management Committee).

The Charity is an unincorporated body.

The Trustees have the power to recruit and appoint new trustees. The Charity has a comprehensive induction pack and facilitates training opportunities for new trustees.

The Charity employs one paid permanent but part-time Activities Manager. For the Saturday morning activities and the Activity Days paid staff are employed on a sessional basis. The Charity also uses voluntary staff from time to time.

The Charity co-operates with other voluntary organizations and statutory bodies, particular those involved with the provision of services to children and young people with learning disabilities.

**OBJECTIVES AND ACTIVITIES**

The objective of Cambridge Joint Playschemes is to provide leisure activities for children and young people from 8 to 19 with disabilities, living within the City of Cambridge and South and East Cambridgeshire.

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Since Easter 2012 the Charity has provided a year-round programme of Saturday morning activities. In addition, since 2015, the Charity has provided holiday programmes of activities for children and young people during the Easter and Summer holidays whenever financially possible.

The Charity provides these facilities to children and young people living within a geographical area that includes Cambridge City, South Cambridgeshire and that part of East Cambridgeshire that includes the village of Burwell and villages to the south of Burwell. We will also consider taking Children from the border Villages of Essex and Suffolk when those Children are attending Cambridgeshire Special Schools.

### **Public Benefit**

The Trustees are aware of the Charity Commission's general guidance on public benefit when reviewing the Charity's aims and objectives and in the planning of future activities. All children and young people meeting the Charity's criteria and living within the Charity's defined catchment are eligible for equal access to the leisure activities irrespective of social background, ethnic origin and any other factors. Families can 'self refer' irrespective of whether they receive assistance from social care or other statutory support organisations. Children and young people with learning disabilities experience enjoyable activities, which they might not otherwise be able to access. The provision of transport enables children in isolated areas or without transport to attend the leisure activities. Families, including siblings, benefit from the respite time that the leisure activities provide.

To enable as many children and young people as possible to attend, the fees that are charged to families and carers are kept at as low a level as possible and are reviewed on an annual basis. Parental Fees presently cover about 30% of the total costs of the various activities provided by the Charity; the fees charged are less than 50% of the average 'out of school childcare' daily fees in the Cambridge area. All children should be in receipt of benefits because of their disability; to ensure that all families are aware of their entitlements we intend to circulate information about benefits for disabled children and sources of further help to all families on the Charity's database.

## **ACHIEVEMENTS AND PERFORMANCE**

### **Summary of Activities during 2019**

The Charity has continued with its range of Saturday morning activities. Feedback from parents and children indicates high levels of satisfaction and enjoyment. Families and carers continue to be very appreciative of both the facilities offered by the Charity and the respite opportunities that the Saturday Clubs allow. Our focus has moved away from cinema clubs to providing a smaller number of all-day Saturday activities, with one a month being based at Granta School and using its facilities.

As well as the Granta School days, other sessions included pantomime visits, swimming and other sport-related activities, cooking sessions and visits to other suitable attractions such as the Nene Valley Railway. Average attendance was between 6 and 10 children and young people for each session, supported by an average of 7 staff plus a co-ordinator or Manager per session.

The Charity was also able to provide holiday programmes of activities, based on the 'holiday playschemes' concept which the Charity provided for many years up to and including Easter 2012. Four days for 18 children and young people was provided during Easter 2019 and two weeks for

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between 16-20 children and young people were provided during Summer 2019. The Activity Weeks were a great success, with very positive feedback from parents and carers.

### **Trustees**

We are very grateful for the continued support of our Trustees. During the year the Trustees were Wendy Little, David Knight, Vanessa Yeoman, Marley Langley and David Jones. All Trustees make a valuable contribution to the running of CJP but particular thanks go to Wendy Little who helped with the continued cost reduction program to lower our running costs and who provided significant support to our Play Scheme Manager, Carol Brown, in applying to funding bodies for grants, which has proved very successful in 2019 as you will see from the Accounts.

### **Staff**

For the Saturday Activities programmes and the Activity Weeks, the Charity employs sufficient staff to meet the high levels of support required by the children and young people attending, so that the specific needs of all children and young people are provided for. During 2018 the Charity was unable to recruit sufficient new staff to replace those who had left, resulting in a temporary reduction of the Saturday programmes. The Charity management places great importance on providing high quality training opportunities and good working relationships with all of the staff and during 2019 progress was made in recruiting additional staff such that cancellations were significantly reduced.

One paid Play Scheme Manager was employed year-round on a permanent part-time contracts. During 2019 the contracted hours of working were:

Play Scheme Manager – 12.5 hours per week, increasing to 40 hours per week prior to and during the Easter and Summer Activity Club weeks

### **Policy Statements**

The Charity maintains policies, procedures and codes of practice to meet the requirements of Ofsted, statutory bodies and current legislative requirements, including carrying out DBS checks on all trustees, paid staff and volunteers.

### **FINANCIAL REVIEW**

During 2019 the Charity was able to attract sufficient income during the year to meet the full costs of its planned expenditure programme including support and administration costs.

The Charity's total expenditure during the year was £57,596 against which income was £55,888 resulting in a surplus of just over £1,708 for the year to the 31<sup>st</sup> December 2019. At the end of 2019 the Charity's resources stood at just under £22,000. Of which £5,000 is regarded as the Charity's designated 'Contingency Reserve'.

Specific Grant Income was received for both the Saturday Activities programme and the holiday activities from BBC Children in Need and the National Lottery Peoples Project; the Charity also had the benefit of substantial donations which were received from the Cambridge Arts Theatre and St James's Place.

The Charity also benefited from specific fund-raising activities organised by the Trustees and supported by families of users during 2019.

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**The Trustees acknowledge and are most grateful for the financial support provided by the various grant-making bodies (particularly Children in Need, The Lottery People's Project, St James's Place and the Cambridge Arts Theatre) as well as donor organisations and individuals, and especially to those who planned and organised the specific fund-raising activities during the year.**

### PLANS FOR FUTURE PERIODS

#### **Future Developments**

The Charity recognises the urgent need to secure substantial longer-term financial support if it is to continue with its activities. Successful grant applications and other fund-raising initiatives in 2019, including Grants from BBC Children in Need for a 3 year period and Awards for All, did secure continuation of the Charity's Saturday morning and Summer 2019 programmes as well provide funding for weekend and holiday activities during 2019.

The Trustees are fully aware of the need to raise further funding if the Charity is to continue its work, in particular, beyond Summer 2020 and we continue to support Wendy Little and Carol Brown in seeking to apply for additional funds.

We have planned a full program of Saturday Clubs and Holiday clubs for 2020

#### **Risk Review**

The major risks, to which the Charity is exposed, as identified by the Trustees, are regularly reviewed. Systems and procedures to mitigate such risks are established and procedures are put in place to minimise any potential impact on the Charity should any of those risks materialise. Public and Employer's liabilities are adequately covered by Insurance and Trustee Indemnity Insurance covers Trustees' liabilities.

The Trustees continue to seek funding agreements, but it remains difficult to negotiate grant income to be able to plan ahead for longer than two years. Cutbacks in statutory funding levels, as well as continuing financial difficulties generally, continue to restrict the Charity's ability to raise funds in the foreseeable future.

#### **Risk Review (continued)**

The Trustees continue to monitor the Charity's banking arrangements to ensure that the Charity's funds are not put at risk and that a reasonable rate of interest is earned on such funds.

The Charity is committed to continue to providing services for children and young people with severe learning disabilities, in particular with its programme of Saturday activities but also by an expansion of its holiday activity weeks. Charity management seek every opportunity to apply for grants and donations to meet the Charity's planned projects and are very aware of the importance of adhering to and monitoring and reviewing agreed planned budgets on a regular basis.

#### **Reserves Policy**

The Trustees acknowledge the need to have adequate reserves to honour its commitments to permanent staff and other organisations in the event of closure and to have sufficient financial resources available to meet unexpected demands and delays in the receipt of expected income. For

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a number of years the Trustees have maintained two designated funds - a 'Contingency Reserve' and a 'General Reserve' for the balance of the Charity's unrestricted funds at each year-end. The Reserves' Policy is reviewed on a regular basis, and at least annually, to reflect the Charity's planned income and expenditure programme. In late 2014 the Trustees agreed to reduce the Contingency Reserve to £10,000 and this Reserve has been maintained at the same amount since that time. The Charity's ability to maintain services for any length of time, in the absence of secured sources of funding, continues to be at serious risk.

### **Statement of the Trustees' Responsibilities**

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards. The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year, which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and ;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ascertain to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

### **6. Financial Report for Year Ending 31/12/19**

It was reported that in 2019 we made a deficit of £1,708.22 against a surplus of £11,389.82 the previous year this was mainly due to an increase in salaries for playworkers and Carol. Carol and Wendy had worked hard this year contacting grant providers. We have managed to secure a 3 year grant through Children in Need. We will still need to keep funding coming in. At the end of 2019 we had a total balance of £21,133.37 in the bank accounts which includes £5,771.06 reserve. A copy of the financial reports will be submitted to the Charity Commissions website.

Reported by Wendy Little Proposed by David Knight seconded by David Jones accounts accepted.

### **7. Election of Officers**

The committee was formed as follows:

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Chairman:	David Jones	nominated Wendy Little, seconded David Knight
Treasurer:	David Knight	nominated David Jones, seconded Paula Nixon
Secretary:	Wendy Little	nominated David Jones, seconded Paula Nixon

**8. Election of Committee Members**

Committee Members were appointed as follows: Trustees, Paula Nixon and Diana Ogunlana  
Ex officio members Carol Brown and Mell Stanford

**10. Any Other Business**

None

Minutes of the Meeting agreed by the Chairman \_\_\_\_\_ Date

Minutes of the Meeting signed by Secretary \_\_\_\_\_ Date