

Charity Registration No. 1085397

Company Registration No. 04013169 (England and Wales)

CLIFTON-UPON-TEME NURSERY LIMITED

(A COMPANY LIMITED BY GUARANTEE)

MANAGEMENT COMMITTEE REPORT AND UNAUDITED ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2011

TUESDAY



A15LBIK8

A29

27/03/2012

#208

COMPANIES HOUSE

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
LEGAL AND ADMINISTRATIVE INFORMATION

Management Committee	Mrs Debbie Mitchell (Chair) Mrs Diane Loader Mr Ian Whitaker Mr David Warmington Mrs Ginny Joyce Mrs Joanne Massey Mrs Claire Elliott-Linfield
Secretary	Mr Christopher Cale
Charity number	1085397
Company number	04013169
Principal address	Clifton-upon-Teme Early Years Centre The Village Clifton-upon-Teme Worcestershire WR6 6DH
Registered office	Clifton-upon-Teme Early Years Centre The Village Clifton-upon-Teme Worcestershire WR6 6DH
Independent examiner	Kendall Wadley LLP Granta Lodge 71 Graham Road Malvern Worcestershire WR14 2JS
Bankers	Lloyds TSB 48 Belle Vue Terrace Malvern Worcestershire WR14 4QG
Solicitors	March and Edwards 8 Sansome Walk Worcester WR1 1LW

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
CONTENTS

	Page
Management Committee report	1 - 4
Independent examiners' report	5
Statement of financial activities	6
Balance sheet	7
Notes to the accounts	8 - 14

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
MANAGEMENT COMMITTEE REPORT
FOR THE YEAR ENDED 30 JUNE 2011

The Management Committee presents its report and accounts for the year ended 30 June 2011

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's memorandum and articles of association, applicable law and the requirements of the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005

Structure, governance and management

Clifton-upon-Teme Nursery Ltd is a charitable company limited by guarantee incorporated on 12 June 2000 and registered as a charity on 6 March 2001. The company was established under a Memorandum of Association that established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members of the company are required to contribute an amount not exceeding £5. The total number of such guarantees at 30 June 2011 remains at 23.

The members of the Management Committee, who are also the directors for the purpose of company law, who served during the year were

Mrs Debbie Mitchell (Chair)

Mr Christopher Cale

(Resigned 14 January 2011)

Mrs Diane Loader

(Appointed 20 January 2011)

Mr Alastair Taylor

(Resigned 16 February 2011)

Mr Ian Whittaker

Mr David Warmington

(Appointed 29 March 2011)

Mrs Ginny Joyce

Mrs Joanne Massey

Mrs Claire Elliott-Linfield

The current Management Committee consists of seven members and we intend to ensure that the community continues to be well represented and that the number of Committee Members will if possible be maintained at least at seven.

The directors of the Company, who are also charity Trustees for the purposes of charity law and under the Company's Articles, are known as Members of the Management Company. Under the requirements of the Memorandum and Articles of Association the members of the Management Committee are elected to serve for a period of three years after which they must be re-elected at the next Annual General meeting. Debbie Mitchell & Ian Whittaker retire by rotation and offer themselves for re-election. Ginny Joyce retires by rotation & does not offer herself for re-election.

As Trustees, we continue to develop appropriate policies to ensure sound management of the setting and to support our staff. The Nursery Manager has day-to-day responsibility for operational management and she is supported by her staff to deliver the relevant childcare services to our families.

Many of the staff team have extended their qualifications in Early Years & Childcare with thirteen qualified to a minimum of NVQ level three. Two members of the team have an Honours Degree in Early Years and Childcare, of which one has recently achieved Early Years Professional Status. The Nursery is committed to continuous professional development and this includes ensuring that staff with a relevant degree qualification have the opportunity to complete the Early Years Professional Status (EYPS) qualification. It is a Government objective that all nurseries have an EYPS qualified staff member by 2015.

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
MANAGEMENT COMMITTEE REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2011

The work of the Nursery involves childcare for children in the community and the Management Committee seeks to ensure that the community is represented with an accent on education, health and welfare skills. The Trustees regularly assess their skill base to identify areas where additional skills will be beneficial to the team. In addition to the skill mix required to deliver the objectives of the organisation, the more traditional business skills are well represented on the Management Committee.

Our nursery is very much part of the community and as a result we encourage members of the community to be involved either as trustees and/or volunteers. To support both trustees and volunteers, we have developed an induction process and where relevant instigate related training sessions to enable the Trustees and volunteers to familiarise themselves with the charity and its specific operations. New Trustees spend time with the staff and management to understand the role of the Nursery and how they might contribute to its successful operation.

Under the Memorandum and Articles of Association, the charitable company has the power to make any investment which the Trustees see fit.

The Management Committee understands the principal areas of operation of the Nursery and how the team - staff, Trustees and volunteers - interact with children and their families. Such relationships justify careful assessment of risk, both personal and physical, not only when services are being delivered within the nursery boundaries but also when in outreach locations such as local village buildings or on trips to other locations.

Risk assessment on all issues relating to the health, welfare and safety of the children and staff is an integral part of our policies and procedures. Our Health & Safety procedures have recently been reviewed to ensure compliance with our own stringent requirements, those of Ofsted who oversee our performance through regular inspections and sensible assessment of the overall needs of the Nursery to ensure our staff are well supported. Included in this process is the need to ensure that all staff, Trustees and relevant volunteers are CRB checked in order that they can be fully involved in the services offered by the Nursery.

Objectives and activities

The company is a charity and exists to deliver its objects in the village of Clifton-upon-Teme and surrounding community via the Clifton-upon-Teme Early Years Centre.

The objects of the charity are to support the development of children under school age within the village of Clifton-upon-Teme and its immediate environs ("the Community") by

- (i) providing quality day care and education for babies and children between three months and statutory school age
- (ii) supporting parents in rural areas requiring day care for their children in order that they can attend to other responsibilities where it would be inappropriate to have children with them (for example - but not excluding other responsibilities - returning to work, furthering their education or serving the community)
- (iii) creating an environment where information and support can be given to those desiring to enhance family skills and values and promote lifelong learning
- (iv) subject to the above any other charitable purpose for the benefit of children in the Community as the trustees from time to time determine

Public benefit statement

The Management Committee confirm that they have paid due regard to the guidance given by the Charity Commission on public benefit.

Achievements and performance

The last few years had seen the register grow but during 2010/2011 numbers on the register declined due, in part, to a slowing down of new children arriving at the setting partly reflecting the country's current economic pressures and the loss in September 2010 of 25 children leaving us to go to their respective primary schools.

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
MANAGEMENT COMMITTEE REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2011

During 2010/11 staffing requirements were closely managed although the increase in the number of staff with higher qualifications impacted on the payroll bill

The nursery continued to be a beneficiary of the enhanced nursery education funding scheme from Worcestershire County Council during the first part of the year but reductions in the funding level from April 2011 further reduced our income from this source where there was a significant drop of £28,415 from 2009/10

Our partnership with Teme Valley Children's Centre (TVCC) reduced during the year as TVCC becomes involved with a much greater geographical area. During the year we continued to enjoy financial subsidies for additional play opportunities but these have now ended as part of the TVCC change of ownership

Our staff continue to be committed and enthusiastic towards the high quality care of our children and still work hard to enhance their skills and formal qualifications. Thanks to all their efforts, well over 80% of our permanent staff are qualified to a minimum of level three in childcare - above the norm expected by Ofsted

The after-school club - Whizz Kids - located in the Clifton-upon-Teme Village School saw a rise in after-school occupancy levels benefitting from the new intake of younger children into the school from the nursery. The Easter and Summer Holiday Clubs were well supported by local families and children from other local communities

Financial review

All of the above have impacted upon our financial performance for 2010/11. Register numbers have remained stable but fees have been lower as a result of a greater proportion of the register being older children

The total incoming resources for the year amounted to £195,674 (£251,353) mainly due to the reduction in Nursery Education Grant & the one-off Capital Grant Funding seen in the previous year. Total resources expended were £216,853 (£240,761)

Depreciation also impacts to produce a deficit of £21,179 (£10,592 surplus) and reduced our cash reserves to £37,700

Reserve policy

In 2007 we sought to create an objective of free reserves equivalent to 4 months income - a financial objective of about £50,000 based on an average annual income of £150,000. 2011 free reserves have now dropped to £30,176 (2010 £42,373). This objective therefore remains elusive. However we believe that the current levels of turnover are the maximum we might expect (subject to inflationary influences) and as a result we can now work towards the free reserves objective. We must however remain mindful of the need for an asset renewal/replacement policy to ensure we maintain the Nursery to a high standard

Asset cover for funds

Note 14 sets out an analysis of the assets attributable to the various funds. These assets are sufficient to meet the charity's obligations on a fund by fund basis

Plans for the future

The nursery will continue to work for the community, supporting all families who wish to benefit from childcare. This will include those families who live in isolation or who find meeting the fees of childcare challenging. We will continue to provide support and, where possible, subsidy to enable children and their families to benefit from the social experience of childcare. The organisation will continue to work with the TVCC, County and other agencies to meet the national objectives set out under 'Every Child Matters'. In addition we will seek to support older children via Whizz Kids after-school and holiday clubs

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
MANAGEMENT COMMITTEE REPORT (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2011

On behalf of the board of Management Committee



Mrs Debbie Mitchell (Chair)

Dated 18 March 2012

**CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
INDEPENDENT EXAMINER'S REPORT**

TO THE MANAGEMENT COMMITTEE OF CLIFTON-UPON-TEME NURSERY LIMITED

I report on the accounts of the for the year ended 30 June 2011, which are set out on pages 6 to 14

Respective responsibilities of Management Committee and examiner

The Management Committee, who are also the directors of CLIFTON-UPON-TEME NURSERY LIMITED for the purposes of company law, are responsible for the preparation of the accounts. The Management Committee consider that an audit is not required for this year under section 43(2) of the Charities Act 1993, the 1993 Act, and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to

- (i) examine the accounts under section 43 of the 1993 Act,
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 43(7)(b) of the 1993 Act, and
- (iii) to state whether particular matters have come to my attention

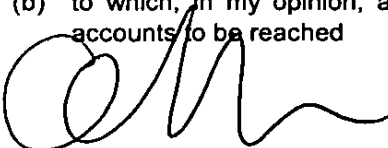
Basis of independent examiner's report

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

- (a) which gives me reasonable cause to believe that in any material respect the requirements
 - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006, and
 - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice Accounting and Reporting by Charities,have not been met, or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached



Elizabeth Needham ACA

for and on behalf of Kendall Wadley LLP

Member of the Institute of Chartered Accountants in England and Wales

Granta Lodge

71 Graham Road

Malvern

Worcestershire

WR14 2JS

Dated 18 March 2012

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
STATEMENT OF FINANCIAL ACTIVITIES
INCLUDING INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30 JUNE 2011

	Notes	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
<u>Incoming resources from generated funds</u>					
Voluntary income	2	36,200	3,735	39,935	89,002
Activities for generating funds		155,722	-	155,722	162,334
Investment income	3	17	-	17	17
Total incoming resources		191,939	3,735	195,674	251,353
<u>Resources expended</u>					
Charitable activities					
Operating costs - Early Years Centre	4	201,649	9,794	211,443	233,128
Governance costs	6	5,410	-	5,410	7,633
Total resources expended		207,059	9,794	216,853	240,761
Net (expenditure)/income for the year/ Net movement in funds		(15,120)	(6,059)	(21,179)	10,592
Fund balances at 1 July 2010		57,842	61,656	119,498	108,905
Fund balances at 30 June 2011		42,722	55,597	98,319	119,497

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
BALANCE SHEET

AS AT 30 JUNE 2011

	Notes	2011 £	£	2010 £	£
Fixed assets					
Tangible assets	10		68,143		77,123
Current assets					
Debtors	11	8,123		6,233	
Cash at bank and in hand		37,713		41,772	
		<u>45,836</u>		<u>48,005</u>	
Creditors: amounts falling due within one year	12	<u>(15,660)</u>		<u>(5,631)</u>	
Net current assets			<u>30,176</u>		<u>42,374</u>
Total assets less current liabilities			<u><u>98,319</u></u>		<u><u>119,497</u></u>
Income funds					
Restricted funds	13		55,597		61,656
Unrestricted funds			<u>42,722</u>		<u>57,841</u>
			<u><u>98,319</u></u>		<u><u>119,497</u></u>

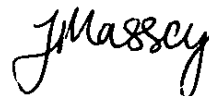
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 30 June 2011. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of these accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

The accounts were approved by the Board on 18 March 2012.



Mrs Debbie Mitchell (Chair)



Mrs Joanne Massey

Company Registration No. 04013169

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS

FOR THE YEAR ENDED 30 JUNE 2011

1 Accounting policies

1.1 Basis of preparation

The accounts have been prepared under the historical cost convention

The accounts have been prepared in accordance with applicable accounting standards, the Financial Reporting Standard for Smaller Entities (effective April 2008), the Statement of Recommended Practice, "Accounting and Reporting by Charities", issued in March 2005 and the Companies Act 2006

1.2 Incoming resources

All incoming resources becoming available to the Company are recognised in the Statement of Financial Activities as soon as it is prudent and practicable to do so. Resources relating to a specific time period are recognised over that period. Grants and donations intended for specific purposes are credited to a restricted fund.

1.3 Resources expended

"Direct Charitable Expenditure" comprises all expenditure directly relating to the objects of the Company and includes the cost of supporting charitable activities and projects. Expenditure from restricted funds is disclosed in the Statement of Financial Activities and charged against the relevant fund. Administration and fundraising expenses relate to the administration, co-ordination and promotion of the Company. Overhead costs are apportioned on the basis of staff costs.

1.4 Tangible fixed assets and depreciation

Items of equipment are capitalised where the purchase price exceeds £500 or where the aggregate value of expenditure relating to a particular asset exceeds £500.

Depreciation - on a straight line basis - is provided on all tangible fixed assets, so as to write off the cost of the assets over their estimated useful lives as follows:

Property	20 years
Property improvements	5 years
Equipment	5 years
Fixtures and fittings	10 years

Property, property improvements and equipment is partly funded by Restricted Funds and as a result, depreciation has been allocated pro-rata between Restricted and Unrestricted Funds to properly apply this cost to the relevant Reserve.

1.5 Accumulated funds

Funds held by the charity are:

Unrestricted General Funds - these are the funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Restricted Funds - these are the funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for a particular restricted purpose.

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2011

2 Voluntary income

	Unrestricted funds £	Restricted funds £	Total 2011 £	Total 2010 £
Donations and gifts	3,097	-	3,097	5,342
Grants receivable for core activities	33,103	3,735	36,838	83,660
	<u>36,200</u>	<u>3,735</u>	<u>39,935</u>	<u>89,002</u>

Grants receivable for core activities

Unrestricted funds

Nursery Education Grant

General donations

Fundraising events

31,210 59,625

- 2,395

1,893 1,199

33,103 63,219

Restricted funds

Worcestershire Early Years

Worcestershire Early Years - Capital Grant Funding

3,735 8,441

- 12,000

3,735 20,441

3 Investment income

	2011 £	2010 £
Interest receivable	<u>17</u>	<u>17</u>

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2011

4 Total resources expended

	Staff costs £	Depreciation £	Other costs £	Total 2011 £	Total 2010 £
Charitable activities					
<u>Operating costs - Early Years Centre</u>					
Activities undertaken directly	166,122	8,980	36,341	211,443	233,128
Governance costs	-	-	5,410	5,410	7,633
	<u>166,122</u>	<u>8,980</u>	<u>41,751</u>	<u>216,853</u>	<u>240,761</u>

5 Activities undertaken directly

	2011 £	2010 £
Other costs relating to operating costs - early years centre comprise		
Training and quality assurance	286	1,971
Consumables	11,232	11,397
Premises expenses	10,549	10,137
Communications	952	884
Insurance	1,598	1,778
Stationery and postage	2,835	3,469
Sundry office expenses	1,271	1,632
Small capital items	1,311	1,252
Toys	1,144	135
Miscellaneous expenditure	150	812
Marketing	723	528
Service deliverers	2,917	3,712
Fee subsidies	-	389
Computer software costs	611	1,460
Travel expenses	762	1,063
Clothing costs	-	311
	<u>36,341</u>	<u>40,930</u>

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2011

6 Governance costs

	2011	2010
	£	£
Other governance costs comprise		
Independent examination	985	917
Accountancy and bookkeeper fees	4,225	5,780
Sundry office expenses	200	200
Legal and professional fees	-	736
	<u>5,410</u>	<u>7,633</u>

7 Management Committee

None of the Management Committee (or any persons connected with them) received any remuneration during the year

During the year the charitable company purchased Trustee Indemnity insurance. The total cost of the policy was £39

8 Employees

Number of employees

The average monthly number of employees during the year was

	2011	2010
	Number	Number
Management	1	1
Nursery staff	9	9
	<u>10</u>	<u>10</u>

Employment costs

	2011	2010
	£	£
Wages and salaries	158,022	173,106
Social security costs	8,100	10,112
	<u>166,122</u>	<u>183,218</u>

There were no employees whose annual remuneration was £60,000 or more

9 Taxation

The charitable company is exempt from corporation tax on its activities

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2011

10 Tangible fixed assets

	Property	Property	Equipment	Fixtures	Total
	improvements	improvements		and fittings	
	£	£	£	£	£
Cost					
At 1 July 2010 and at 30 June 2011	95,733	23,085	8,999	17,256	145,073
Depreciation					
At 1 July 2010	42,621	3,361	8,999	12,969	67,950
Charge for the year	4,805	2,311	-	1,864	8,980
At 30 June 2011	47,426	5,672	8,999	14,833	76,930
Net book value					
At 30 June 2011	48,307	17,413	-	2,423	68,143
At 30 June 2010	53,112	19,724	-	4,287	77,123

11 Debtors

	2011	2010
	£	£
Trade debtors	6,378	4,166
Prepayments and accrued income	1,745	2,067
	8,123	6,233

12 Creditors: amounts falling due within one year

	2011	2010
	£	£
Trade creditors	344	1,003
Accruals	10,284	3,174
Other creditors	5,032	1,454
	15,660	5,631

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)

FOR THE YEAR ENDED 30 JUNE 2011

13 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes

	Balance at 1 July 2010	Movement in funds		Balance at 30 June 2011
	£	Incoming resources	Resources expended	£
Nursery Building Fund	45,100	-	(4,100)	41,000
Staff Development and Training Fund	-	3,735	(3,735)	-
Property Improvement Fund	16,556	-	(1,959)	14,597
	<u>61,656</u>	<u>3,735</u>	<u>(9,794)</u>	<u>55,597</u>

The Nursery Building Fund represents funds received from The Community Fund and Vital Villages for the purchase of the nursery building. Depreciation charges and repair work can be offset against this fund.

The Staff Development and Training Fund represents monies received from Worcestershire County Council to provide staff with training and development and to provide the Charitable Company with staff cover during these periods.

The property improvement fund represents funds received for improving the property. The expenditure from this fund has been capitalised, with the depreciation charge being offset against the fund.

14 Analysis of net assets between funds

	Unrestricted funds	Restricted funds	Total
	£	£	£
Fund balances at 30 June 2011 are represented by			
Tangible fixed assets	12,546	55,597	68,143
Current assets	45,836	-	45,836
Creditors amounts falling due within one year	(15,660)	-	(15,660)
	<u>42,722</u>	<u>55,597</u>	<u>98,319</u>

CLIFTON-UPON-TEME NURSERY LIMITED
(A COMPANY LIMITED BY GUARANTEE)
NOTES TO THE ACCOUNTS (CONTINUED)
FOR THE YEAR ENDED 30 JUNE 2011

15 Related parties

Clifton-upon-Teme Nursery Limited has a Commercial service level agreement with Clifton-upon-Teme Children's Centre Limited, now owned by Banardo's and known as Teme Valley Children's Centre. During the year Clifton-upon-Teme Nursery Limited invoiced amounts totalling £172 (2010 £4,353) for childcare to support families either on a low income and/or when they are attending courses delivered by the Children's Centre. At the year end £310 (2010 £Nil) was due to Clifton-Upon-Teme Children's Centre Limited, £nil (2010 £422) was due from Clifton-Upon-Teme Children's Centre Limited.

During the year Mr Ian Whitaker, Mrs Joanne Massey, Mrs Diane Loader and Mrs Claire Elliot-Linfield, who are also members of the management committee, used the services provided by Clifton-Upon-Teme Nursery Limited to the value of £9,746 on an arms length basis.