



ANNUAL GENERAL MEETING
TUESDAY 9th NOVEMBER 2021
7:00PM

AGENDA

1. Introduction & sign off of AGM Minutes 2020
2. Chairperson's Address - Alicia Daley
3. Treasurer's Report - Scott Pyper
4. Manager's Report - Julie Steward
5. Nominations & Election of New Committee Members
6. Any Other Business
7. Close of Meeting



CHAIR PERSON'S REPORT 2021

Hello and welcome to the Greendown Playgroup AGM. My name is Alicia Daley and for the past 4 years I have been the Chair of the playgroup committee.

This year has been another difficult year for the playgroup as we were not able to hold any of our usual fundraising with the Christmas and Easter bazars that are ran by Playgroup staff and committee members as well as not being able to do the leavers party at the end of summer for the last 2 years. We have however been able to raise funds through other fundraisers such as the Christmas light trail and just giving page. I hope over the next year we will be able to hold our usual fundraisers, so Playgroup doesn't have the same struggle as the past 2 years.

There is a legal obligation for the playgroup to have a committee in operation, without it the playgroup could not operate. The committee itself is completely voluntary and is made up of parents of attending children and of children who attended in the years before as my sons did. The committee meets 6-8 times per year and organizes 1 or 2 fundraising events each year under normal circumstances. The committee have had a recent meeting face to face which we hope to continue but do have the options of virtual ones if required.

It is vital that the committee helps to generate much needed funding to help keep the playgroup in operation, which is achieved largely through the fairs, but we also welcome any new ideas to secure more funding. This important fundraising helps to pay for toys and educational equipment, along with essential maintenance of the building and outside space. If any parents would like to join the committee and has any fundraising ideas, please come along to the next meeting.

I would like to very much thank the outgoing committee for their support with this in the past year, the committee would also like to thank all of the keyworkers, and Julie for doing such an outstanding job running the playgroup especially during another troubling year.

We hope to have another successful year.

Thank you



Greendown Playgroup Treasurers Report

09th November 2021

This financial year (April 20 - March 21) saw income of the playgroup remain consistent with the previous year at £118,927. Majority of our income was received from the Swindon Borough Council grant at £110,715 which had increased by 4% at £4,200.

Our total expenditure totalled £115,631 which is down by £8,616 or 7%. The majority of the playgroups cost are allocated to staff wages and associated employment costs, which takes into account living wage increases and work placed pension contributions.

Overall, the Playgroup made a profit of £2,974.00

During the financial year the Playgroup have upgraded the premises with new windows, equipment, and toys.

To supplement our income, we would usually undertake various fundraising events throughout the year. However due to the COVID19 restrictions we have been unable to run such events.

Thank you to Julie and all the staff for running our playgroup so well. Thank you to the outgoing committee for their support, and a warm welcome to the newly elected committee members tonight.

Scott Pyper

GREENDOWN PLAYGROUP

**Unincorporated Registered Charity
Number: 1037713**

Accounts for the

Year - Ended March 31, 2021

Independent Examiner's Report

Independent Examiner's Report to the Trustees of Greendown Playgroup

We have examined the books of account and supporting documentation with regard to the attached Income and Expenditure Account for the year - ended March 31, 2021. prepared under the historical cost convention.

Respective responsibilities of the Trustees and Examiner

The trustees are responsible for preparing the financial statements in accordance with applicable United Kingdom accounting standards. As trustees you consider the audit requirements of s43(2) of the Charities Act 1993 do not apply.

Our responsibilities, as independent examiners, are established in the United Kingdom primarily on the basis of procedures specified in the General Directions of the Charities Commissioners' under s43(7)(b) of the Charities Act 1993 and by our profession's ethical guidance.

We report to you whether the financial statements have been properly prepared in accordance with the General Directions of the Charities Commissioners. We also report to you if, in our opinion, the playgroup has not kept proper accounting records or if we have not received all the information and explanations we require for our report.

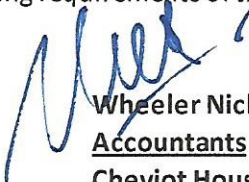
Basis of Independent Examiner's Report

We conducted our examination in accordance with General Directions issued by the Charities Commissioners. An examination includes a review of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of any estimates and judgements made in the preparation of the financial statements. We planned and performed our examination so as to obtain all the information and explanations we considered necessary in order to provide us with sufficient evidence to give reasonable assurance the accounts are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

The procedures undertaken in the examination do not provide all the evidence required for a full audit of the playgroup's financial records. Consequently, we do not express an audit opinion on the view presented by the accounts.

Independent Examiner's Report

In connection with our examination, no matter has come to our attention which would give reasonable cause to believe, in any material respect, the requirements of s41 of the Charities Act 1993, to keep proper accounting records and to prepare accounts which accord with those records and comply with the accounting requirements of the Act, are not being met.


Wheeler Nichols
Accountants
Cheviot House
41 Bath Road
Swindon
SN1 4AS

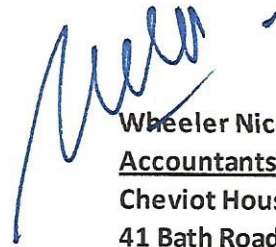
September 11, 2021

GREENDOWN PLAYGROUP - Unincorporated Registered Charity Number 1037713

Accounts for the Year - Ended March 31, 2021

The attached Statement of Income and Expenditure and Balance Sheet have been prepared, in accordance with instructions given, from the Accounting Records and Vouchers of Greendown Playgroup and from further information and explanations supplied.

September 11, 2021



Wheeler Nichols
Accountants
Cheviot House
41 Bath Road
Swindon
SN1 4AS

GREENDOWN PLAYGROUP - Unincorporated Registered Charity Number 1037713

Statement of Income & Expenditure

for the Year - Ended March 31, 2021

	2021		2020	
Income				
Registration Fees	113,203		115,581	
Fund Raising	4,129		2,658	
Clothing Sales	203		81	
Milk Re-imbusement	0		0	
Donations & Commissions Received	1,110		0	
Bank Interest	0		0	
Other Income	282		556	
		118,927		118,876
Expenditure				
Staff Salaries, Employers' NIC & Pension	94,244		97,591	
Staff Training	611		793	
Children's Food/Outings/Entertainment	1,702		1,909	
Clothing Purchases	194		983	
Equipment Repairs & Renewals	5,130		6,453	
Premises Costs & Renewals	3,500		300	
Utilities	400		2,763	
Storage Charges	1,136		1,117	
Cleaning & Sundries	1,000		2,459	
Administration Expenses	2,692		5,661	
Insurance	1,840		1,907	
Professional Fees	575		545	
Personal Protection Equipment	798		0	
Consumables	1,134		1,766	
Sundry Expenses	675	115,631	0	124,247
Net Income/(Expenditure)		3,296		(5,371)
Depreciation		322		518
NET PROFIT/(LOSS) FOR THE YEAR		2,974		(5,889)

GREENDOWN PLAYGROUP - Unincorporated Registered Charity Number 1037713

Balance Sheet as at March 31, 2021

	2021			2020		
	COST OR VALUATION	CUMULATIVE DEPRECIATION	NET BOOK VALUE	COST OR VALUATION	CUMULATIVE DEPRECIATION	NET BOOK VALUE
FIXED ASSETS						
Equipment	17,578	16,614	964	17,578	16,292	1,286
	17,578	16,614	964	17,578	16,292	1,286
CURRENT ASSETS						
Prepaid Expenses	0			602		
Cash at Bank & In Hand	27,443			23,515		
		27,443			24,117	
Less:-CURRENT LIABILITIES						
Sundry Creditors & Accrued Charges	575			545		
		575			545	
NET CURRENT ASSETS/ LIABILITIES			26,868			23,572
			27,832			24,858
REPRESENTED BY :-						
CAPITAL ACCOUNT						
Opening Balance		24,858			30,747	
Capital Introduced		0			0	
Net Profit/(Loss) for the Year		2,974			(5,889)	
			27,832			24,858



MANAGER'S REPORT 2021

This year has yet again been one of the most challenging and busy years for Greendown Playgroup. What with the continuing pressures from both covid & our financial position which although we received fantastic support from all the present & past parents as well as the committee is still in a very precarious position. We are working on ways to try & improve our current situation. However with the lack of sufficient funding from SBC & the ever increasing tax, NI, pensions & living wage rises it is proving incredibly hard. (watch this space!)

On the staffing front Jayne Yalden & Teresa Gratten left Greendown Playgroup at the end of the summer term. Jayne joined the playgroup in 2001 & throughout those 20 years Jayne showed commitment, dedication & hard work to the children, myself & the group as a whole. Jayne did not take this decision lightly, but felt this was the right time for her to recharge her batteries & enjoy more time with her family & in her garden. Teresa originally came to Greendown Playgroup in 2011 as a volunteer & became a paid member of staff in February 2012. During her time with us Teresa always gave 100% to everyone & everything. Teresa had to make this decision due to health reasons. I am sure along with myself the rest of the staff & committee we will miss them both & wish them all the best in all they do.

At this time I would like to thank the staff for their much appreciated support during a very busy year.

We have covered many different topics within the year. These have included: a regular German lesson for all the children who were in for the Ready 4 School session on a Wednesday morning, which they really enjoyed, learning to play games, counting & singing, along with other activities in German. This has only been possible due to the continuing support and commitment of Lisa Mullan, a big thank you to Lisa. Another topic that the children had great fun with was Math which saw them recording their heights on our height chart, through out the year to see how much they had grown during their time at playgroup. They also did the same with their feet & hand prints. We were lucky enough to be given a "Insect Lore" caterpillars to butterflies pack. All the children had great fun

learning about metamorphosis. They enjoyed feeding both the caterpillars & butterflies until we released the butterflies in the front garden.

We also took part in lots of activities & crafts to celebrate , Bonfire Night, Remembrance Day, Hanukkah, Christmas, Chinese New Year, Australia Day & Diwali.

The staff are also continuing in their professional development. We have attended virtual training courses and forums over the year. Our main focus has been updating our knowledge and understanding of child protection including prevent and all that can involve.

This year saw us replace four more of the windows on the building (only four more to go!). We also brought 20 roller blinds for all the windows, as during the summer the playgroup building can become unbearably hot.

Finally I would again like to give a big thank you to all the staff from the committee and parents for all their continuing hard work and dedication & to Alisia Daley and the outgoing committee for all their commitment and hard work over the last 12 months.

Julie Playgroup Manager

AGM Election of Committee Members 2021/2022

Position	Name	Proposed	Seconded
Chairperson	Alicia Daley	Julie Steward	Scott Pyper
Vice-Chairperson	Juliette Heal	Jo White	Alicia Daley
Secretary	Sarah Murcutt	Kris Collict	Cheryl Du Plessis
Treasurer	Scott Pyper	Bobbie Herring	Alicia Daley
H & S Rep &	Kris Collict	Lisa Merwood- Palmer	Julie Steward
Maintenance			
General Members		Alicia Daley	Sarah Murcutt
	Samantha Stevens		
	Lisa Merwood- Palmer		
	Emma King		
	Bobbie Herring		
	Olly Shakles		
	Aimee Shakles		
	Charlotte Wyatt		
	Jenny Youngs		
Friends of Greendown Playgroup			



Lydiard Park Academy, Grange Park Way, Swindon, SN5 6HN

Tel 01793 882234

email: greendown@btconnect.com

Charity Number 1037713

Ofsted Registration number 507994

**Greendown Playgroup AGM
Tuesday 9th November 2021 - 7pm.**

Circulation: All staff colleagues, parents and committee members

Present In Person & on Teams : See attached signing in & logging on records.

Agenda:

Welcome and sign off minutes from last year's AGM 2020.

No notes recorded.

Chairperson's Address - Alicia Daley

See attached report

Treasurer's Report - Scott Pyper

See attached report

Manager's report - Julie Steward

See attached report

Nominations and Election of New Committee Members

Julie confirmed that all incumbent members of the committee have now formally resigned.

Election of new committee

See attached sheet

Any Other Business

Cheryl asked Julie if the Christmas Bazaar & Nativity Story would still go ahead in December & how these events would pan out.

Julie said that both events at the moment would go ahead as planned, unless anything changed in as much as Government guidance on covid. She explained that the Christmas Bazaar will be held in the playgroup building & the outside play areas, therefore all the doors will be open & this will provide good ventilation. Julie also explained how the event is organized & run. She said the final details on how the Nativity Story will run will be made nearer the time & take in to account the local situation with covid figures. There is a high probability that all guests will be asked to wear a face covering.

Thank you for coming.

AGM concluded at 7.33pm



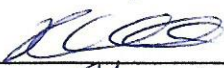


Charity Number 1037713

ANNUAL GENERAL MEETING
TUESDAY 9th NOVEMBER 2021

7:00PM

ATTENDANCE SHEET

NAME	SIGNATURE
Matthew Jones	
KRIS COLLECT	
Sarah Murcutt	S.M
Cheryl On Alessis	Cheryl
Alicia Dalay	
Roshie Herping	Roshie Herping
Nic Merwood-Palme	N.M
JULIETTE HEAL	JHeal



Charity Number 1037713

ANNUAL GENERAL MEETING
TUESDAY 9th NOVEMBER 2021

7:00PM

ATTENDANCE SHEET VIA TEAMS

NAME	SIGNATURE
Esen Ruso	
Laura Elliott	
Olly & Aimee Shakles	
Carrie Midwinter	
Sam Greaves	
Kelly & Seb Chiffers	
Sinaed Moore	
Concetta Barkham	
Nadine Loder	
Laura Pyper	
Sandra Hodgkinson	
Kimberly Roberts	