

**ANNUAL GENERAL MEETING  
FRIDAY 15<sup>th</sup> NOVEMBER 2024  
8:00PM**

**AGENDA**

1. Introduction & sign off of AGM Minutes 2023
2. Chairperson's Address - Emma Huntingford
3. Treasurer's Report - Kris Collict
4. Trustee's Report - Julie Steward / Juliette Heal
5. Friends Of Greendown Playgroup - Emma Field
6. Nominations & Election of New Committee Members
7. Any Other Business
8. Close of Meeting



Charity Number 1037713

ANNUAL GENERAL MEETING  
FRIDAY 15<sup>th</sup> NOVEMBER 2024

8:00PM

ATTENDANCE SHEET

NAME	SIGNATURE
AIMEE CADLE	
TANIA MARTINS	
CEBOTARENCO MARINA	
KRIS COLLECT	
Kelly Intigletta	
Antonio Intigletta	
Laura Palmer	
TOM PALMER	
Laura Bennett	
Sarah Murcutt	
Emma Huntingford	
ASTON LAUGHTON	
SARA TOWNSLEY	
Natasha Wethercot	
Mark Telling	
LISA PIMBLE	



Charity Number 1037713

ANNUAL GENERAL MEETING

FRIDAY 15<sup>th</sup> NOVEMBER 2024

8:00PM

ATTENDANCE SHEET

NAME	SIGNATURE
CLAIRE MURPHY	Claire



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  
Friday 15th November 2024 - 8pm.**

**Circulation:** All staff colleagues, parents and committee members

**Present:** Catherine Robertson (Manager), Julie Steward (Trustee), Juliette Heal (Trustee), Emma Huntingford (Chair), Kris Collict (Treasurer).

**Agenda:**

**Welcome and sign off minutes from last year's AGM 2023.**

No notes recorded.

**Chairperson's Address - Emma Huntingford**

See attached report

**Treasurer's Report - Kris Collict**

See attached report

**Trustee's report - Julie Steward / Juliette Heal**

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**

Julie Steward shared the Playgroups Development plan with those present.

Thank you for coming.

AGM concluded at 20.30



Welcome and thank you all for coming tonight.

My name is Emma and I've been the chairperson for Greendown playgroup now for many years. Before that I was a general member.

As Greendown is a charity run playgroup we must hold an annual group meeting once a year and as stated in the letter, we need at least 33% attendance, so thank you all for coming.

We will shortly go ahead and hear about the other reports and then vote for the next years members. The playgroup cannot run without its committee members, so I urge you all to please consider joining.

This past year has seen many changes to the playgroup, but I believe all of them to be positive changes.

We have welcomed a new manager, Cat. Who has slotted in perfectly. The children and staff have all welcomed her.

We have also taken on two year olds. Although this seemed like a big change, the two year olds have brought even more fun to the group and the playgroup has grown in strength.

We have had another fabulous year of fundraising including our Christmas bazar and the Easter fayre. The committee has helped support the big toddle, sports days, graduation and dress up week. The children were all celebrated and rewarded with a giant end of year party at soft play.

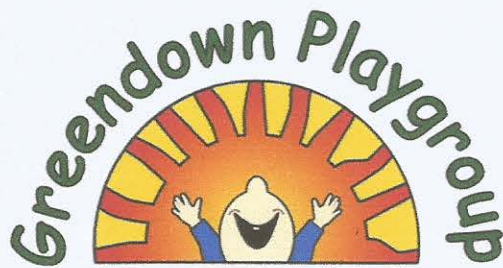
This is also a first for us, our cheese and wine night. We have lots more ideas planned for the new year but we need your help in doing so.

Going into this new year we would love to welcome new members and ideas. As Chair person I ask of all you, if you can spare a couple of hours a month to attend our meetings. By joining our committee you are helping the playgroup by bringing new ideas, helping raise money and ensuring the playgroup is run to its high standards which we love and expect. There are many roles within the committee, we also have a friends of greendown playgroup group. This is if you do not want to fully join the committee, you can join and attend when you can, still add your input but do not have to get a DBS check.

We are also looking for new trustees for our playgroup. If this appeals to you, or you know anyone who it would. Please do not hesitate to come to me and ask questions and apply.

As a parent of a child who previously attended and a child who currently attends, I can personally vouch for how great the committee is for both parents, children and staff.

Now I will hand you over to Kris who is our treasurer but if there are any questions, then I am more than happy to answer them.



## Treasurer's Report

15th November 2024

**Introduction** This report covers the financial year from April 2023 to March 2024 and provides an overview of the Playgroup's financial performance and position.

As I will be stepping down from my role as Treasurer, I want to take a moment to express my gratitude for the opportunity to serve the Playgroup. It has been good to be part of the committee, but with my children having moved on and increasing family commitments, I feel it is time for me to step aside. I am confident that the Playgroup will continue to thrive under the new manager and committee.

**Financial Overview** This year, the Playgroup faced a substantial reduction in income, which impacted our overall financial performance. However, through careful financial management and the more recent changes, the group were able to maintain a surplus and grow the reserves.

- **Total Income:** £110,688 A significant decrease of 10% from last year's total (£123,726), primarily due to lower numbers within the group and therefore reduced funding from Swindon Borough Council.
- **Grant from Swindon Borough Council:** £100,544 The grant from the Borough Council decreased by £10,044 compared to the previous year. Although this reduction in income posed a challenge, we were

able to manage the shortfall by making careful adjustments to our staffing costs.

- Fundraising: £2,613 Fundraising income also saw a decline from previous years, but we are grateful for the continued support from the current and past families of the group.

- Total Expenditure: £100,271 Staffing costs accounted for the majority of our expenditure, and through a reduction of £15,663 in staffing costs (down to £81,525), we managed to offset the decrease in income.

- Excess of Income over Expenditure: £10,156 Despite the challenges, we ended the year with an excess of income over expenditure of £10,156, compared to £8,394 in the previous year. This surplus reflects the careful financial management.

**Impact of Reduced Financial Performance** The reduction in income has driven the group to make some strategic changes to ensure the Playgroup remains sustainable. In response to the financial challenges, we have

focused on expanding our offering to younger age groups. By broadening our age range, we hope to create additional revenue streams to help balance the previous year's shortfall.

**Expenditure Breakdown** As in previous years, a significant portion of our expenditure—around 80%—is dedicated to staffing costs, including wages and associated employment expenses. With the continued rise in the living wage and pension contributions, these costs have increased, but we have worked to ensure that staffing levels remain appropriate to meet the needs of the children, while carefully managing other costs.

**Acknowledgements** I would like to take this opportunity to thank the dedicated staff, committee members, and volunteers for their hard work and support this year. It has been a pleasure working alongside

you. I am confident that the Playgroup will continue to thrive under the leadership of the new committee and look forward to seeing its continued success.

Kris Collict

Treasurer Greendown Playgroup

November 2024

**GREENDOWN PLAYGROUP**

**Unincorporated Registered Charity  
Number: 1037713**

**Accounts for the**

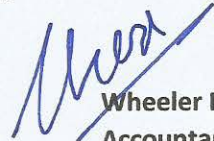
**Year - Ended March 31, 2024**

**GREENDOWN PLAYGROUP - Unincorporated Registered Charity Number 1037713**

**Accounts for the Year - Ended March 31, 2024**

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.

June 25, 2024



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

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**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, 2024, 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**

**June 25, 2024**

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**GREENDOWN PLAYGROUP - Unincorporated Registered Charity Number 1037713**

**Statement of Income & Expenditure**

**for the Year - Ended March 31, 2024**

	2024		2023	
<b>Income</b>				
Registration Fees	107,530		105,824	
Fund Raising	2,613		4,402	
Clothing Sales	0		0	
Milk Re-imburement	0		0	
Donations & Commissions Received	0		13,000	
Bank Interest	0		0	
Other Income	545		500	
		<b>110,688</b>		<b>123,726</b>
<b>Expenditure</b>				
Staff Salaries, Employers' NIC & Pension	81,525		97,188	
Staff Training	355		265	
Children's Food/Outings/Entertainment	2,173		3,343	
Clothing Purchases	0		0	
Equipment Repairs & Renewals	5,818		2,894	
Premises Costs & Renewals	2,700		2,200	
Utilities	0		480	
Storage Charges	808		1,315	
Cleaning & Sundries	96		280	
Administration Expenses	3,024		2,569	
Insurance	990		910	
Professional Fees	665		615	
Personal Protection Equipment	0		0	
Consumables	1,742		2,139	
Sundry Expenses	375	100,271	953	115,151
<b>Net Income/(Expenditure)</b>		<b>10,417</b>		<b>8,575</b>
Depreciation		261		181
<b>NET PROFIT/(LOSS) FOR THE YEAR</b>		<b>10,156</b>		<b>8,394</b>

**GREENDOWN PLAYGROUP - Unincorporated Registered Charity Number 1037713**

**Balance Sheet as at March 31, 2024**

	2024			2023		
<b>FIXED ASSETS</b>	COST OR VALUATION	CUMULATIVE DEPRECIATION	NET BOOK VALUE	COST OR VALUATION	CUMULATIVE DEPRECIATION	NET BOOK VALUE
Equipment	18,078	17,297	781	17,578	17,036	542
	18,078	17,297	781	17,578	17,036	542
<b>CURRENT ASSETS</b>						
Prepaid Expenses	0			0		
Cash at Bank & In Hand	55,015	55,015		45,045	45,045	
<b>Less:-CURRENT LIABILITIES</b>						
Sundry Creditors & Accrued Charges	668	668		615	615	
<b>NET CURRENT ASSETS/ LIABILITIES</b>			54,347			44,430
			<b>55,128</b>			<b>44,972</b>
<b>REPRESENTED BY :-</b>						
<b>CAPITAL ACCOUNT</b>						
Opening Balance		44,972		36,578		
Capital Introduced		0		0		
Net Profit/(Loss) for the Year		10,156		8,394		
			<b>55,128</b>			<b>44,972</b>

# *Terry Nichols*

*trading as:*

## *Wheeler Nichols Accountants*

Cheviot House, 41 Bath Road, Swindon, SN1 4AS

Tel:0044 (0) 1793 513380

also at: 3, Treverbyn Rise, Penryn, Cornwall, TR10 8RA

Mobile:0044 (0) 791 9000 586

Mrs J Steward  
**GREENDOWN PLAYGROUP**  
21 Spaines  
Great Bedwyn  
Wiltshire  
SN8 3LT

25 June 2024

Dear Julie,

Please find enclosed three copies of Greendown Playgroup's accounts for the year-ended March 31, 2024.


The year saw the income of the playgroup reduce substantially from last year at £110,688 (last year £123,726). The grant from Swindon Borough Council at £100,544, reduced by £10,044; the shortfall was more than made up by a reduction in staffing costs (down £15,663 at £81,525). There was an excess of income over expenditure of £10,156 (last year showed an excess of income of £8,394).

The reserves of the group increased by £10,156, following an increase of £8,394 last year.

I am enclosing our invoice for the work carried out, which, together with the accounts, trust you find in order. Our bank details are noted on the invoice.

Many thanks and assuring you best attention.

best regards,

  
**Terry Nichols**

**Wheeler Nichols Accountants**



## TRUSTEE'S REPORT 2024

This year has again been very challenging and busy for Greendown Playgroup. With the continuing pressure from our financial position which although we acted on timely, by reducing our out goings substantially, through cutting both staff jobs & hours, this was still not enough. As with all the best will in the world we couldn't fill our empty spaces with 3 & 4 year old children. So, we needed to take a hard look at why. The outcome of this, was Greendown Playgroup was losing out to other local providers that were offering places to two year old children, now that the Government was offering fifteen funded hours to working parents of two year olds. Therefore these parents were not moving their children to another setting, as the children & parents were settled after being at the setting for a year. With this in mind the Trustees & Committee had to look at how Greendown Playgroup could move forward by offering places to children from their second birthday.

During the Spring term we decided that having looked at all the statutory requirements, staffing & our building, we would be able to offer five two year old places from the start of the summer term. With a lot of forward planning & hard work over the Easter two week break we transformed the playgroups two rooms. Room 1 became the three/four year olds room & room 2 was divided to incorporate the messy play area for all the children & the carpeted area became the twos domain, while the office/store room, was cleared out & painted to provide a lovely sleep & changing room.

Along with the staff's support everything went to plan & the summer term went really well with the two year olds adding a wonderful new dimension to the playgroup.

This large reorganisation of Greendown Playgroup appears to have been very successful, in as much as we are now once again in a good financial position & filling most of the sessions. From September 2024 we were able to increase the number of places for two year olds to eight, with twenty one places for three/four year olds. We were also able to employ another member of staff.

On the staffing front, in the summer term, Siobhan Tavener stepped up to take on the role of lead in the two's room, with Jo, Ros & Michelle continuing in the important role of key persons to the pre-school children. The staff also continued their professional development through the year, attending training courses and forums. One of our main focus has been updating the staffs knowledge and understanding of child protection. As well as both online & in person training on the joys of two year olds. With the hard work of the staff completing their training in inclusion, Greendown Playgroup was award Dingley's Promise 'Mark of Achievement'.

Unfortunately at the end of the summer term Jo White decided to leave the playgroup after being with us for five years, the last year as Manager. We wish Jo all the best for the future.

At this time I would like to thank all the staff for their much appreciated support, dedication & hard work over a very busy year. **THANK YOU**

We covered many topics during the year which included Space & Travel, All Around The World & Math. Again this year, in the summer term, we brought in caterpillars so the children could have great hands on learning about metamorphosis. They enjoyed feeding both the caterpillars & butterflies until we released the butterflies in the front garden.

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

Finally we would again like to give a big thank you to all the staff from the Trustees, committee and parents for all their continuing hard work and dedication & to Emma Huntingford and the outgoing committee for all their commitment and hard work over the last 12 months.

Julie Steward & Juliette Heal  
Greendown Playgroup Trustees

# AGM Election of Committee Members 2024/2025

Position	Name	Proposed	Seconded
Chairperson	Emma Huntingford	Lisa Pimble	Kris Collict
Vice-Chairperson	Natasha Nethercot	Julie Steward	Sarah Murcutt
Secretary	Aimee Cadle	Emma Huntingford	Claire Murphy
Treasurer	Laura Bennett	Kris Collict	Julie Steward
Health & Safety Representative	Laura Bennett	Lisa Pimble	Kris Collict
Maintenance/ Gardener	Mark Telling	Tash Nethercot	Claire Murphy
General Members	Hayley Gough James Gough Hazel Gough	Kris Collict	Emma Huntingford
Friends of Greendown Playgroup	Emma Field		