



Charity Number 1037713

ANNUAL GENERAL MEETING
WEDNESDAY 26th NOVEMBER 2025
7:00PM
ATTENDANCE SHEET

NAME	SIGNATURE
Will Walder	
Laura Warren	
David Warren	
ANSUN LEWIS	
AIMEE CAOLE	
Natasha Wethercot	
Kelly Htglietta	
Claire Murphy	
Ros Green	
Emma Field	
Clare Lorenidge	
Siobhan Tavener	
Michelle Sewell	
Emma Huntingford	
Juliette Heal	
Karafil Sejranaj	



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
Wednesday 26th November 2025 - 7pm.

Circulation: All staff colleagues, parents and committee members

Present: See attached signing in sheets.

Agenda:

Welcome and sign off minutes from last year's AGM 2025.

No notes recorded.

Chairperson's Address - Emma Huntingford

See attached report

Treasurer's Report - Juliette Heal (Trustee)

See attached report

Trustee/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

Thank you for coming.

AGM concluded at 7:40pm



CHAIR'S REPORT 2025

Good evening and welcome to this year's AGM.

I just want to start by thanking everyone for attending, the playgroup really can't run or operate without all of you. As you know we needed at least 33% attendees to be able to open and operate the playgroup. So, thank you.

As chairperson of Greendown committee I just want to tell you about the great work we have done over the past year.

Last year we saw lots more fundraising and kind donations. As a committee we supported sports day, dress up week, the sponsored toddle and the first week for new starters plus many other fun exciting activities.

We wrapped up the year with a giant party to celebrate every child and their success and to sadly say goodbye to our leavers, this year's party was the rental of soft play so all the children could enjoy and play with their friends.

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. 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 want to ramp up our fundraising this year and raise as much money for the playgroup. You may or may not know that the playgroup is a charity and runs because of fundraising and kind donations.

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

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

Emma Huntingford



Greendown Playgroup Treasurers Report

Wednesday 26th November 2025

Introduction

This report covers the financial year from April 2024 to March 2025 and provides an overview of the Playgroup's financial performance and position.

Financial Overview

This year, the income of the playgroup increased significantly from last year at £135,591 (last year £110,688)

- **Total Income: £135,591**
A significant increase of 22.5% from last year's total (£110,688), primarily due to higher numbers of 3 & 4-year-olds & the introduction of 2-year-olds within the group and therefore increased funding from Swindon Borough Council.
- **Grant from Swindon Borough Council: £120,930**
The funding from the Borough Council increased by £20,386 compared to the previous year. This increase more than covered our increased staffing costs.
- **Fundraising: £1,010**
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: £116,201**
Staffing costs accounted for the majority of our expenditure (£101,186)
- **Excess of Income over Expenditure: £19,194**
Despite the challenges, we ended the year with an excess of income over expenditure of £19,194, compared to £10,156 in the previous year. This surplus reflects the careful financial management.

Expenditure Breakdown

As in previous years, a significant portion of our expenditure—around 85%—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 thank the Trustees, Committee & Staff for all their hard work over this year.



TRUSTEE/MANGER'S REPORT 2025

This year has been very busy & positive for Greendown Playgroup. With the continuing success & growth of the playgroup through the introduction of the twos & due to this we are now in a stable financially position.

On the staffing front, at the end of the spring term, Cat Roberson the playgroup Manager went on maternity leave for the coming year. We took the decision that to keep the disruption to the playgroup & staff to a minimum, it would be a good idea if I returned from retirement to cover the role of maternity cover manager. At this time Claire Loveridge joined the playgroup staff team as a key person in the pre-school room. Claire has a L3 Diploma in Childcare & Education. The summer term saw Emma Field take on the role of Lead Person in the twos room. The staff have also continued their professional development through the year, attending training courses and forums. One of our main focuses has been updating the staff's knowledge and understanding of safeguarding.

The children & staff took part in lots of activities & crafts during the year, to celebrate, Bonfire Night, Remembrance Day, Hanukkah, Christmas, Chinese New Year, Australia Day & Diwali. The two's enjoyed having an ice cream themed stay & play with their parents in the summer term & the older children enjoyed their Sports Day.

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.**

Due to our improved financial state & a generous donation, we have been able to restart the programme of improvements to the playgroup building & outside area. During the summer & autumn we had the last three windows replaced in the building, a new water heater & with the support of the staff & their families labour re-vamped the front garden & the back play area shed. Both of the play rooms have had new heaters & the front ramp has been reclad. We will also be doing the back ramps during the up coming breaks.

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 2025/2026

Position	Name	Proposed	Seconded
Chairperson	Emma Huntingford	Julie Steward	Natasha Nethercot
Vice-Chairperson			
Secretary	Natasha Nethercot	Emma Huntingford	Aimee Cadle
Treasurer	Will Walder	Julie Steward	David Warren
Health & Safety Representative			
Maintenance/ Gardener			
General Members	Reneshia Dobbs Laura Warren Anson Lewis Kelly Intiglietta Kelly Baker	Claire Murphy	Will Walder
Friends of Greendown Playgroup	Emma Field		



ANNUAL GENERAL MEETING
WEDNESDAY 26th 2025
7:00PM

AGENDA

1. Introduction & sign off of AGM Minutes 2025
2. Chairperson's Address - Emma Huntingford
3. Treasurer's Report - Juliette Heal (Trustee)
4. Trustee/Manager's Report - Julie Steward
5. Why join the committee chat - Aimee Cadle
6. Nominations & Election of New Committee Members
7. Any Other Business
8. Close of Meeting

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, 2025, 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 30, 2025

GREENDOWN PLAYGROUP

**Unincorporated Registered Charity
Number: 1037713**

Accounts for the


Year - Ended March 31, 2025

GREENDOWN PLAYGROUP - Unincorporated Registered Charity Number 1037713

Accounts for the Year - Ended March 31, 2025

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 30, 2025


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, 2025

	2025		2024	
Income				
Registration Fees	134,559		107,530	
Fund Raising	1,010		2,613	
Clothing Sales	7		0	
Milk Re-imbursement	0		0	
Donations & Commissions Received	0		0	
Bank Interest	0		0	
Other Income	15		545	
		135,591		110,688
Expenditure				
Staff Salaries, Employers' NIC & Pension	101,186		81,525	
Staff Training	102		355	
Children's Food/Outings/Entertainment	2,399		2,173	
Clothing Purchases	87		0	
Equipment Repairs & Renewals	3,604		5,818	
Premises Costs & Renewals	942		300	
Utilities	2,400		2,400	
Storage Charges	0		808	
Cleaning & Sundries	60		96	
Administration Expenses	2,781		3,024	
Insurance	0		990	
Professional Fees	745		665	
Personal Protection Equipment	0		0	
Consumables	1,623		1,742	
Sundry Expenses	272	116,201	375	100,271
Net Income/(Expenditure)		19,390		10,417
Depreciation		196		261
NET PROFIT/(LOSS) FOR THE YEAR		19,194		10,156

GREENDOWN PLAYGROUP - Unincorporated Registered Charity Number 1037713

Balance Sheet as at March 31, 2025

	2025			2024		
FIXED ASSETS	COST OR VALUATION	CUMULATIVE DEPRECIATION	NET BOOK VALUE	COST OR VALUATION	CUMULATIVE DEPRECIATION	NET BOOK VALUE
Equipment	18,078	17,493	585	18,078	17,297	781
	18,078	17,493	585	18,078	17,297	781
CURRENT ASSETS						
Prepaid Expenses	0			0		
Cash at Bank	74,482			55,015		
Cash In Hand	0			0		
		74,482			55,015	
Less:-CURRENT LIABILITIES						
Sundry Creditors & Accrued Charges	745			668		
		745			668	
NET CURRENT ASSETS/ LIABILITIES			73,737			54,347
			74,322			55,128
REPRESENTED BY :-						
CAPITAL ACCOUNT						
Opening Balance		55,128		44,972		
Capital Introduced		0		0		
Net Profit/(Loss) for the Year		19,194		10,156		
			74,322			55,128

GREENDOWN PLAYGROUP

**Unincorporated Registered Charity
Number: 1037713**

Accounts for the

Year - Ended March 31, 2025

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, 2025, 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 30, 2025

GREENDOWN PLAYGROUP

**Unincorporated Registered Charity
Number: 1037713**

Accounts for the


Year - Ended March 31, 2025

GREENDOWN PLAYGROUP - Unincorporated Registered Charity Number 1037713

Accounts for the Year - Ended March 31, 2025

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 30, 2025


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, 2025

	2025		2024	
Income				
Registration Fees	134,559		107,530	
Fund Raising	1,010		2,613	
Clothing Sales	7		0	
Milk Re-imbursement	0		0	
Donations & Commissions Received	0		0	
Bank Interest	0		0	
Other Income	15		545	
		135,591		110,688
Expenditure				
Staff Salaries, Employers' NIC & Pension	101,186		81,525	
Staff Training	102		355	
Children's Food/Outings/Entertainment	2,399		2,173	
Clothing Purchases	87		0	
Equipment Repairs & Renewals	3,604		5,818	
Premises Costs & Renewals	942		300	
Utilities	2,400		2,400	
Storage Charges	0		808	
Cleaning & Sundries	60		96	
Administration Expenses	2,781		3,024	
Insurance	0		990	
Professional Fees	745		665	
Personal Protection Equipment	0		0	
Consumables	1,623		1,742	
Sundry Expenses	272	116,201	375	100,271
Net Income/(Expenditure)		19,390		10,417
Depreciation		196		261
NET PROFIT/(LOSS) FOR THE YEAR		19,194		10,156

GREENDOWN PLAYGROUP - Unincorporated Registered Charity Number 1037713

Balance Sheet as at March 31, 2025

	2025			2024		
FIXED ASSETS	COST OR VALUATION	CUMULATIVE DEPRECIATION	NET BOOK VALUE	COST OR VALUATION	CUMULATIVE DEPRECIATION	NET BOOK VALUE
Equipment	18,078	17,493	585	18,078	17,297	781
	18,078	17,493	585	18,078	17,297	781
CURRENT ASSETS						
Prepaid Expenses	0			0		
Cash at Bank	74,482			55,015		
Cash In Hand	0			0		
		74,482			55,015	
Less:-CURRENT LIABILITIES						
Sundry Creditors & Accrued Charges	745			668		
		745			668	
NET CURRENT ASSETS/ LIABILITIES			73,737			54,347
			74,322			55,128
REPRESENTED BY :-						
CAPITAL ACCOUNT						
Opening Balance		55,128		44,972		
Capital Introduced		0		0		
Net Profit/(Loss) for the Year		19,194		10,156		
			74,322			55,128

GREENDOWN PLAYGROUP

**Unincorporated Registered Charity
Number: 1037713**

Accounts for the

Year - Ended March 31, 2025