

<p style="text-align: center;">ALBRIGHTON AND DONINGTON HOLIDAY CLUB MINUTES OF MEETING Wednesday 16th March 2016 at 4.00 pm in the Red House</p>

Minutes of the Albrighton and Donington Parish Councils' Holiday Club meeting held on Wednesday 16th March 2016 at 4.00 pm in the Red House.

PRESENT: Cllrs. P Harrison (Chairman), C Jones, S Kirkland, S Pledger.

In attendance: M Ward, Clerk to Albrighton Parish Council, S Meikle, Admin. Assistant, Albrighton Parish Council.

Cllr. Harrison welcomed Cllr. Jones to the committee. Cllr. Jones was replacing Cllr. Hurlstone from Donington with Boscobel Parish Council.

1. APOLOGIES:

Cllr. D Beechey (another meeting).

Cllr. Beechey's apologies were accepted by the committee.

2. MINUTES OF THE PREVIOUS MEETING – 10th February 2016.

Cllr. Pledger proposed that the minutes were a true and accurate record which was seconded by Cllr. Kirkland and agreed 3 – 0 with 1 abstention.

3. MATTERS ARISING.

Cllr. Kirkland proposed that an advert for the Holiday Club should be placed in the Summer Fayre programme which was seconded by Cllr. Pledger and unanimously agreed by the committee.

Cllr. Harrison stated that he wished to record his disappointment at the lack of involvement by the Clerk of Donington with Boscobel Parish Council. Cllr. Pledger agreed and proposed that a letter should be sent to Donington Council asking if they wished to continue their involvement with the 2016 Holiday Club and if they did whether they would contribute to the funding of the administration associated with the event which was all falling on Albrighton Parish Council. The motion was seconded by Cllr. Kirkland and agreed 3 – 0 with 1 abstention. Cllr. Jones asked whether the employment of a Holiday Club administrator had been considered and was informed that the idea had been rejected as being unnecessary and too expensive.

Cllr. Kirkland informed members that she would ensure that an application for a grant was made to RAF Cosford.

4. AMENDED ACCOUNTS FOR THE 2015 PLAYScheme.

Cllr. Pledger proposed that the amended final accounts for the 2015 playscheme should be accepted by the committee which was seconded by Cllr. Kirkland and agreed by the committee 3 – 0 with 1 abstention. The accounts showed a balance of £1,711.38.

5. UPDATE ON STAFFING FOR 2016 AND DECISIONS WITH REGARD TO FURTHER RECRUITMENT.

The Clerk read out the responses to his invitation to last year's playscheme staff to join the Holiday Club in 2016. Four staff had written to say that they would like to be employed again and one had stated that two of her colleagues would also like to be considered for a position. There had been no reply from one playleader or the former manager and Cllr. Pledger said that she would contact a relative and see if she could establish the previous manager's intentions.

6. TO AGREE ON SALARY LEVELS FOR THE HOLIDAY CLUB MANAGER, DEPUTY AND OTHER STAFF.

Cllr. Kirkland proposed that the pay level should remain unchanged for 2016 which was seconded by Cllr. Pledger and unanimously agreed by the committee.

7. TO DISCUSS SUITABLE ATTRACTIONS FOR THE 2016 HOLIDAY CLUB AND POSSIBLE GRANTS WHICH THE COUNCIL MIGHT ACCESS.

The committee had already agreed that Cllr. Kirkland would apply for a grant from RAF Cosford which had increased to a maximum of £500. Cllr. Harrison stated that he would apply to Awards for All and the Clerk agreed to contact the Rotary Club, the Lions and the Masons and ask for a contribution to the scheme. It was suggested that Donington Council might take on the application for the Community Covenant Grant if they decided to continue their support for the 2016 Holiday Club.

Members agreed to approach the bouncy castle company, the BEN bus from RAF Cosford, the Gaming 2 U bus which could be hired twice, the animal man and a china pottery scheme. Cllr. Kirkland agreed to approach the organisations concerned as she had the contact details. Members also considered the use of the swimming pool at Albrighton Primary School and the purchase of more beads and embroidery kits.

8. UPDATE ON THE VENUE FOR THE HOLIDAY CLUB

The Clerk reported that there had been no response to his enquiry to St. Mary's School with regard to using the school as the venue for the 2016 Holiday Club. He agreed to telephone both schools to establish whether they were prepared to hire out their facilities and the hire fees involved and report back to the committee.

9. REPORT ON REGISTRATION OF THE HOLIDAY CLUB WITH OFSTED BY CLLR. HARRISON.

Cllr. Harrison reported that he had contacted Ofsted with regard to registration but he was unable to proceed with the application until he knew the venue for the Club. Once this had been established he would complete the registration.

10. ANY OTHER BUSINESS.

Members agreed that Donington Council was still a member short on the committee and needed to be asked to provide a third representative.

Cllr. Jones raised the matter of Holiday Club policies and asked whether they had been updated since 2014. She was told that new policies had been agreed for 2015 that had been provided by the Child Care Alliance. Cllr. Jones reminded members that all policies needed to be mentioned in committee minutes otherwise they were not valid and she agreed to review the Child Protection policy and some others for 2016 and report back to the committee. Cllr. Kirkland agreed to forward last year's policies to Cllr. Jones.

11. DATE AND TIME OF NEXT MEETING.

Two meetings were agreed as follows:

- Wednesday 13th April 2016 at 4.00 pm in the library;
- Wednesday 11th May 2016 at 4.00 pm in the library.

There being no further business the meeting closed at 4.45 pm.

Signed.....Date.....
Chairman