

**ALBRIGHTON PARISH COUNCIL
MINUTES OF PLAYScheme COMMITTEE
18th February 2015 at 3.30 pm in the council office**

Minutes of the Albrighton Parish Council playscheme committee held on 18th February 2015 at 3.30 pm in the Council office.

PRESENT: Cllrs S Kirkland, S Pledger, D Beechey, D Williams.

In attendance: Mr M Ward, Clerk to the Council.

1. Apologies:

Cllr. P Harrison, J Hurlstone, Mr K Jones.

Each apology was accepted by the committee.

2. Appointment of Chair of Committee:

Cllr. Beechey proposed Cllr. Kirkland as Chair of the committee which was seconded by Cllr. Pledger and agreed by the committee.

3. Minutes of playscheme meeting 23rd October 2014:

Cllr. Pledger proposed that the minutes were a true and accurate record which was seconded by Cllr. Beechey and agreed by the committee.

4. Matters arising:

The Clerk confirmed that he passed a cheque to Mr Keith Jones to resolve tax issues concerning two of the 2014 playleaders.

5. To agree the main priorities for improvement from 2014 and the implications for staffing, curriculum and funding:

Members agreed that they could improve on their advertising of the playscheme and discussed the arrangements for staffing and appointments. It was agreed that Cllr. Kirkland would advertise the scheme on the Facebook site and the Clerk would advertise it in the Parish Magazine and on the Council website.

6. Duration of the scheme and agreement on opening and closing dates:

Members agreed that the playscheme would run for four weeks from 20th July 2015 to 14th August 2015 and be open from 8.15 pm to 5.45 pm. The venue would remain unchanged

and the scheme would take place at Albrighton Primary School. The Clerk was asked to book the venue and agree the fees.

7. Staffing including the appointment of a Manager and a possible Deputy Manager:

The committee agreed that all jobs including the manager's should be advertised and interviews would then be arranged. After discussion the committee agreed to support the post of a Deputy Manager and have five staff on duty in the morning and four in the afternoon. Members agreed that the manager should be paid £10 per hour, the Deputy Manager should be paid £8 per hour, qualified staff should be paid the living wage (£7.85 per hour) and unqualified staff should be paid the minimum wage (£6.50 per hour). The closing date for applications to all posts would be 30th April 2015 and interviews would take place in May 2015.

8. Venue confirmation and costs:

The clerk was asked to book the Albrighton Primary School hall and rooms as in 2014 after establishing the costs for the four week scheme.

9. To consider admission fees for the 2015 scheme:

Members agreed to allow booking for full and half days.

The morning session from 8.15 – 12.15 would cost £7.50 as would the afternoon session from 1.15 pm – 5.15 pm.

A whole day would cost £20 and a full week would cost £90. A booking for the full four week period would cost £350.

10. Subsidies required from the two parish councils taking into account grant funding and an estimate of income and expenditure:

Cllr. Kirkland reported that a grant of £2,370 had been secured from Community Covenant funding and £250 had been given by RAF Cosford. Members agreed to re-join Shropshire Youth Association for a £10 fee and consider applying to that organisation for funding.

The two Councils would be asked for the same amount as requested in 2014 and a formal budget would be drawn up in 2015 limiting spending to various budget headings. Members discussed approaching BT and asking them for some children's tablets which would help to meet the Ofsted criticism relating to the use of IT.

The advertising banner would be repeated and more professional leaflets and flyers would be obtained which would itemise the themes to be followed each week.

11. Grants received and others that have been applied for:

This item had been covered in agenda item 10.

12. Forms and other paperwork required to be agreed before the commencement of the 2015 scheme:

The committee agreed that the parental forms needed refreshing and kept separate to medical records. The Clerk was asked to register the scheme with Ofsted and pay the registration fee and make arrangements for the insurance. It was noted that insurance companies advertised on the Shropshire Youth Association website.

13. Any other business:

Cllr. Pledger raised the question of the possible acceptance of children from outside Albrighton on to the playscheme and members agreed that there should be no boundary to the scheme. It was also agreed that advertising in surrounding villages and centres should be included in order to let parents in neighbouring areas know of the facility.

14. Date of next meeting and agenda items:

The next meeting was scheduled for Monday 30th March 2015 at 3.30 pm in the council office.

Signed.....Date.....
Chair