

<p style="text-align: center;">ALBRIGHTON AND DONINGTON PARISH COUNCILS MINUTES FOR PLAYScheme COMMITTEE Wednesday 10th February 2016 at 4.00 pm in the Red House</p>

Minutes of the Albrighton and Donington playscheme committee held on Wednesday 10th February at 4.00 pm in the Red House.

PRESENT: Cllrs. S Kirkland, D Beechey, P Harrison, J Hurlstone, S Pledger.

In attendance: Mr M Ward, Clerk to Albrighton Parish Council.

1. APOLOGIES:

There were no apologies for absence.

2. APPOINTMENT OF THE CHAIR OF COMMITTEE.

Cllr. Harrison offered to become Chairman for the 2016 scheme which was unanimously agreed by the committee.

3. MINUTES OF LAST MEETING – meeting held on Thursday 8th October 2015.

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

4. MATTERS ARISING.

- **Email from Ms Catherine Lane, Clerk of Donington PC enclosed.**

The email from Ms Catherine Lane, Clerk to Donington with Boscobel Parish Council, declining to assist with the 2016 playscheme was discussed and a number of possibilities were considered. The possibility of employing someone to help was debated plus enlisting the support of the Admin Assistant from Albrighton Parish Council but Cllr. Kirkland proposed that before embarking on such schemes Catherine should be asked if she could help by managing the staffing and maybe grant applications working from home without attending any meetings. The motion was seconded by Cllr. Beechey and unanimously agreed by the committee and the clerk was asked to contact her with this proposal.

5. ACCOUNTS FOR THE 2015 PLAYScheme.

The accounts showed a balance of £1711.38 at the end of the 2015 playscheme which was appreciably more than in previous years. Members noted that the rent for the school was very high and discussed the possibility of moving the scheme elsewhere. It was also noted

that an item for refreshments was mistaken and should have been recorded as late fees. The clerk agreed to make this alteration and re-submit the accounts at the next meeting.

With this one alteration Cllr. Beechey proposed that the accounts should be accepted by the committee which was seconded by Cllr. Pledger and unanimously agreed by members.

6. TO AGREE THE PRIORITIES FOR IMPROVEMENT FROM 2015 AND THE IMPLICATIONS FOR STAFFING, CURRICULUM AND FUNDING TAKING INTO ACCOUNT THE MANAGER'S REPORT AND THE WASH UP REPORT:

Members of the committee were clear that the 2015 playscheme had been a great success with very positive feedback from parents. Members agreed that there should be more visiting attractions in 2016 and unanimously approved a proposal from Cllr. Kirkland, seconded by Cllr. Beechey, to rename the play scheme the Albrighton and Donington Holiday Club.

7. DURATION OF THE SCHEME AND AGREEMENT ON OPENING AND CLOSING DATES.

Members agreed that the club should run for four full weeks starting on Monday 25th July finishing on Friday 19th August. The start time would be 8.15 am and the day would end at 5.45 pm.

8. STAFFING INCLUDING THE APPOINTMENT OF A MANAGER AND DEPUTY MANAGER.

The committee was unanimous that as many of the 2015 staff should be re-engaged as possible to include the manager and her deputy. It was agreed that all staff approached should be given until the middle of March to make their position clear and after that time any vacancies should be advertised. The clerk was asked to contact all of the 2015 staff to ask whether they would be available in 2016.

9. VENUE CONFIRMATION AND COSTS.

Members had already agreed that the fee for the four weeks rental of the facilities at Albrighton Primary School was high and the clerk was asked to contact St Mary's School, Albrighton, to ascertain whether they would be interested in hosting the event and what they would charge in fees and report back to the next meeting.

10. TO CONSIDER ADMISSION FEES FOR THE 2016 SCHEME.

After discussion the committee agreed to charge £25.00 for a full day's attendance at the club and £9.00 for a 3 hour session in the morning or afternoon from 9.30 – 12.30 and 1.30 – 4.30 respectively. A £25.00 discount would be given to any parent who booked the whole four weeks for their child.

11. ANY OTHER BUSINESS.

Members agreed that they would need to decide what attractions they would offer in 2016 and what grants the club might access and supermarkets, banks, toy shops and the Rotary Club were mentioned as possibilities. It was agreed that both of these items would be placed on the next agenda.

12. DATE AND TIME OF NEXT MEETING.

The next meeting was scheduled for Wednesday 16th March 2016 at 4.00 pm in the Red House.

There being no further business the meeting closed at 5.10 pm.

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

Albrighton & Donington Playscheme 2015

Income		Expenditure	
Bank operating bal.	906.14	Registration fee	£ 50.00
Grants APC	3990.00	Rent for school	1200.00
Grants DPC	1125.00	Insurance	227.15
Community Governance	2370.00	Wages	7830.32
RAF Grant	250.00	Clerk	400.00
Fees	5092.20		
		Visiting attractions	797.00
		First Aid training	324.00
		DBS checks	132.00
		HMRC	30.31
		Travel expenses	32.80
		SYA application fee	10.00
		Banner	57.00
		APC float replacement	60.00
		Fees refund	210.00
Total income	13733.34	Total expenditure	12021.96
Less expenditure	-12021.96		
Closing balance	1711.38		
Represented by	Bank bal.	1711.38	
Petty cash	0.00		
TOTAL FUNDS	1711.38		