

ALBRIGHTON AND DONINGTON COUNCILS
MINUTES OF PLAYScheme COMMITTEE
Thursday 2nd July 2015 at 4.15 pm in the Red House

Minutes of the Albrighton and Donington Council's playscheme committee held on 2nd July 2015 at 4.15 pm in the Red House.

PRESENT:

Cllr. S Kirkland (Chair), S Pledger.

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

1. Apologies:

Cllrs. D Beechey (family reasons). P Harrison (work commitments), J Hurlstone (home commitments), D Williams (work commitments).

2. Minutes of previous meeting:

- **Minutes of playscheme committee meeting held on Thursday 18th June 2015.**

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

3. Matters arising.

The committee discussed the issue of the manager of the scheme and the problem caused by the former manager's decision to work part time only. She would be deciding whether she would be involved in the scheme within a day or two and letting the Chair of the committee know of her decision. There were also potential problems with regard to first aid training and food hygiene if one of her former colleagues decided to no longer work in this year's scheme. It was agreed that first aid training would need to be supplied to new staff on an emergency basis if former members of staff were absent.

4. To consider and resolve outstanding staffing issues:

- **Appointment of playscheme manager:**

The committee decided to appoint Sophie Candlin as manager.

- **Appointment of deputy playscheme manager:**

The committee decided to offer a job share for deputy manager to Louise Rock and Charlotte Miller.

- **To consider a job enquiry from Sally Davies;**

The committee decided to keep the application from Sammy Davies on hold until the position with regard to former staff was clarified.

- **To make plans for adequate staff coverage during the four weeks.**

A work schedule for staffing had been completed but it would need revision if former staff did not take up the offer of work and Sammy Davies had to be added to the staff rota.

5. To review playscheme numbers enrolled to date.

Parents had been steadily enrolling their children and currently there were app. 10 children per day with applications still outstanding. A small number of children would be allowed in on an ad hoc basis each session.

6. Any outstanding issues still needing attention - advertising, staff meeting, programme of activities, uniform and any other matters.

The committee agreed that there was no need for further advertising initiatives and there was to be a staff meeting on Tuesday 7th July. Lanyards would be worn by all staff.

7. Any other business.

A banner advertising the scheme had been ordered and it was agreed that £250 could be spent on craft items and £200 on snacks for the children. £1,000 would be made available to be spent on outside entertainers and the television would be PAC tested. Mr Robert Parry would deliver equipment used in previous years first thing on Monday 20th July. The clerk was asked to check whether the school equipment in the shed in the playground would be available for playscheme use.

8. Date of next meeting.

The next meeting would be held on Thursday 16th July at 4.15 pm in the Red House.

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

