

**ALBRIGHTON AND DONINGTON PARISH COUNCILS  
MINUTES OF PLAYScheme COMMITTEE  
30<sup>th</sup> March 2015 at 3.30 in the Parish Office**

Minutes of the Albrighton and Donington with Boscobel parish council's playscheme committee held on 30<sup>th</sup> March 2015 at 3.30 pm in the Albrighton council office.

**PRESENT:** Cllrs. S Kirkland (Chair), J Hurlstone, S Pledger, D Williams.

In attendance: M Ward, Clerk to Albrighton Parish Council.  
One member of the public.

The member of the public stated that there could be further difficulties arising from a dispute during the previous year that could affect this year's arrangements.

The Chair stated that any difficulties arising from the previous playscheme had been investigated at a parish council level and beyond and complaints had not been upheld in either case. The matter was now closed and should not be allowed to interfere with arrangements for the 2015 scheme. Members of the committee gave their full support to this view.

**1. Apologies.**

Cllr. D Beechey (another meeting), Mr K Jones (reason unknown).

Both apologies were accepted by the committee.

**2. Minutes of playscheme meeting 18<sup>th</sup> February 2015.**

Cllr. Hurlstone asked that her apologies be added to the minutes after she had sent an email saying she was unable to attend.

With this one addition the minutes were accepted as true and accurate record by the committee.

**3. Matters arising.**

Cllr. Hurlstone noted that the scheme made a small loss at the end of the previous year and asked about possible grant funding. Cllr. Kirkland informed members about two grants that had been obtained which should provide good financial support for the next playscheme and more than cover the previous year's deficit.

**4. To receive an update on staffing for the 2015 playscheme.**

Cllr. Kirkland informed members that there had been some resistance to the need for interviews for established staff and the former manager and two playleaders had indicated that they intended not to apply for the 2015 scheme. There had also been some tax difficulties which had not been resolved which had had a negative effect on two former members of staff. Members of the committee felt that all prospective staff needed to complete application forms and the appointing panel would no doubt take into account the work done by former playleaders.

The clerk informed members that a number of enquiries had been received but all from unqualified staff.

**5. To review advertising measures currently undertaken and consider additional advertising in the local press.**

Advertising leading up to the meeting had been confined to local sources such as the Albrighton Council website, Facebook and the Parish Magazine. A draft advertisement to the Shropshire Star/Express and Star was presented by Cllr. Kirkland which was amended by the members of the committee who supported an extension of the advertising to the level of local newspapers. Mr Ward agreed to send this to the newspapers concerned and Cllr. Kirkland would circulate the details to local colleges and schools. The aim of the advertising was to attract qualified staff at a level of NVQ II and beyond.

**6. To agree the members of the interview panel and questions that are to be asked of candidates.**

Members agreed that Cllrs. Pledger and Williams would meet to shortlist candidates on 7<sup>th</sup> May and those candidates would be interviewed by Cllrs. Kirkland, Harrison and Hurlstone on 27<sup>th</sup> May. A list of possible questions was circulated by Cllr. Kirkland some of which applied to applicants for managerial posts and others for the playleaders. The questions were agreed and one extra question relating to strangers on the playground was added. All candidates would be asked the same questions.

**7. Tax issues with regard to two former playleaders and possible solutions.**

Cllr. Kirkland explained that there were still problems with the tax authorities for two of last years' playleaders which were unresolved. It had been hoped that Mr Jones would be able to resolve this confusion but he was not able to be present. Cllr. Hurlstone offered to take steps to contact Mr Jones and sort out the difficulties.

**8. To discuss and agree issues with registration forms.**

The poster advertising the 2015 playscheme had been amended and improved and the revised version was subject to further amendment by the committee. The 2014 registration forms were reviewed by members and there were suggestions that some parts of the documents were too 'wordy' and the use of bullet points would aid clarity. Cllr. Kirkland agreed to revise the forms in light of the comments and circulate them to members for approval.

**9. Any other business.**

There was no other business.

**10. Date of next meeting and items for the agenda.**

The next meeting was scheduled for 7<sup>th</sup> May 2015 at 3.30 pm in the Albrighton parish office.

There being no further business the meeting was closed at 4.38 pm.

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