

**ALBRIGHTON AND DONINGTON PARISH COUNCILS**  
**MINUTES FOR PLAYScheme COMMITTEE**  
**Thursday 8<sup>th</sup> October 2015 at 3.45 pm in the Red House**

Minutes of the Albrighton and Donington playscheme committee held on Thursday 8<sup>th</sup> October at 3.45 pm in the Red House.

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

In attendance: M Ward, Clerk to Albrighton Parish Council

**1. Apologies:**

There were no apologies for absence.

**2. Report on the 2015 playscheme by the manager Ms Sophie Stubbs:**

Members of the Committee welcomed the report by Ms Sophie Stubbs, the manager of the 2015 playscheme which was regarded as encouraging and constructive. Ms Stubbs records that she was pleased with the staff, that there was a good atmosphere and the children were calm and engaged. The response from parents was excellent. A number of points for improvement were recorded and members resolved to consider these in detail when considering a possible 2016 scheme.

**3. Wash up discussion on the 2015 playscheme:**

Cllr. Kirkland went through the attendance figures for mornings and afternoons in addition to full day bookings. The rate of attendance was similar to that of the previous year but the scheme could accommodate more children if demand was higher. There had been over £5,000 in income from fees. The 2015 scheme had made considerable demands on the Chair of the committee and the Clerk for Albrighton given that the Donington Clerk did not participate during the planning. The committee needed to consider a more reasonable sharing of the work load and hopefully the new Clerk for Donington would become involved in the administration if there was a scheme in 2016. Hiring qualified staff had been difficult and first aid training and DBS checks had been necessary as all of the staff were new to the scheme.

**4. To decide on the future of the playscheme in 2016 and beyond:**

Members of the committee were unanimous in their view that the scheme should continue in 2016 but perhaps under a new name. The Albrighton and Donington Summer Camp was suggested.

**5. Accounts to 8<sup>th</sup> October 2015:**

Because bank statements were not yet complete and payroll issues had still to be disentangled the accounts were not yet available. It was agreed that they would be presented at the first meeting in the New Year.

**6. Staffing issues for 2015 and possible staffing matters for the coming year (2016):**

All of the former staff had indicated that they would like to be considered for the 2016 scheme. It was agreed that formal job descriptions would need to be developed for all staff.

**7. Administrative support for the 2015 playscheme and possible revisions for the future:**

Members agreed to the suggestion that if the Clerk to Donington with Boscobel Parish Council was available to share the administrative load she could be involved with meetings, agendas, minutes and associated matters and the Clerk to Albrighton Parish Council could deal with all payroll matters and financial considerations.

**8. Reports and feedback from Donington with Boscobel Parish Council on any matters associated with the playscheme:**

Cllr. Kirkland stated that a confidential matter concerning a nursery at RAF Cosford had appeared in the Donington Council minutes which had proved to be embarrassing for her. Members were unable to explain how this had occurred but apologies were extended to Cllr. Kirkland for this breach of confidence.

**9. Any other business:**

First Aid Certificates obtained from Salop Medical Services had not been received. The Clerk for Albrighton Council promised to look into this matter immediately. Thanks were extended to Cllr. Kirkland for all of her hard work in relation to the 2015 playscheme and making it such a success.

**10. Date of next meeting:**

The date of the next meeting will be held on 10<sup>th</sup> February 2015 at 4.00 pm in the Red House.

There being no further business the meeting closed at 4.53 pm.

Signed.....Date.....

Chair