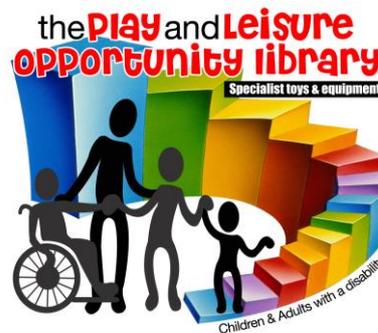


The Play and Leisure Opportunity Library

Minutes of the Annual General Meeting
held on 21st February 2015



Present:

Deborah Lawrence - Director, Helen Vaughan - Member/Play Worker, Judy Lynch – Member/Project Leader, Cara Bellamy - Prospective Director, Debbie White – Member/Play Worker, Amanda Fewtrell - Member, Neil Fewtrell - Director, Angie Allen - Director.

Proxy Voting Forms were received from:

Claire Evans, Charlotte Bassett, Helen Lewis, Leanne Owen, Joyce Brannigan, K.Palmer, Mayia Akther Khanom, C. Summerfield, Dylan Jenkins, L. Jenkins.

Minutes of Previous AGM

The minutes of the previous AGM held on 30th November 2013 were reviewed and agreed as a true and accurate reflection of the meeting.

Matters Arising from previous meeting:

No matters arising

Project Leader's Report

Presented by Judy Lynch and attached as appendix 1.

Financial Report:

Presented by Deborah Lawrence and attached as appendix 2.

Deborah advised that the library's financial position was comfortable with healthy grants being received. The majority of the grants have certain restrictions on their use.

Deborah and Neil were thanked for their recent hard work on the accounts. Continued thanks were extended to Judy for her work in securing grant funding for the organisation.

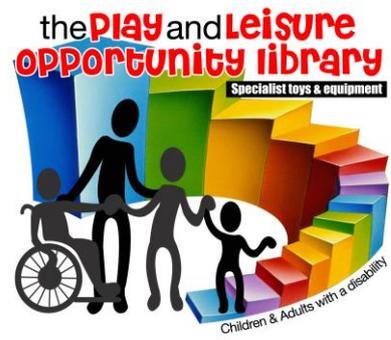
Election of Directors

The three directors stood down and were then re-appointed by a majority vote of those present.

Cara Bellamy was advised to complete her application for a Director post.

The Play and Leisure Opportunity Library

Minutes of the Annual General Meeting
held on 21st February 2015



Election of Officers

The following officers were elected:

Chairperson - Neil Fewtrell

Treasurer - Deborah Lawrence

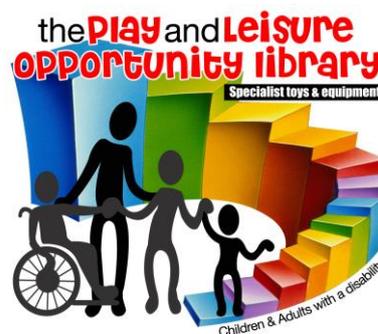
Secretary - Angie Allen

Any Other Business:

Debbie White would like to organise a raffle for the library in the Spring. The lottery licence will need to be amended for this.

Some very positive and complimentary feedback was noted on the proxy voting forms.

Nigel Haworth (previous treasurer) and his band of merry Morris Men attended to present some funds they had raised for the charity for which they were heartily thanked.



Appendix 1

The Play and Leisure Opportunity Library Project Leaders Report

Introduction

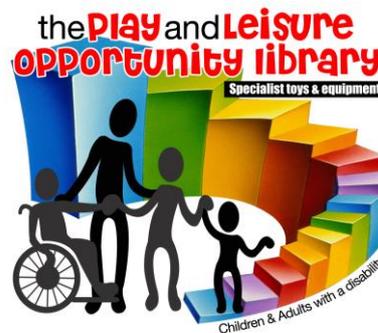
We have had an extremely busy year once again with an increase in staff and service delivery as well as developments in the service itself. Our members' needs are constantly changing and developing and we have to use a creative and flexible approach to ensure we provide a meaningful service and secure funding to deliver this service. It should be recognised that staff / volunteers and Directors work very hard for the projects' work to continue.

Goals Identified

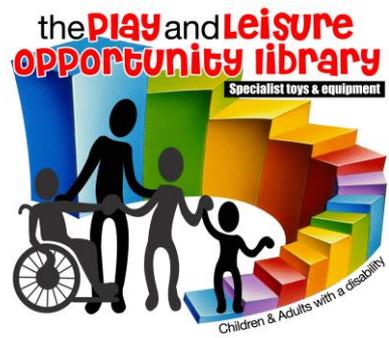
- To identify larger premises for the library and complete a move.
- To set up and confirm a satellite library at Hafan Y Mor, Singleton Hospital.
- To utilise members' requests to develop the library service.
- To commence training workshops for carers/families/play workers in the community.
- To secure funding to offer additional services.
- To increase our library stock and complete a stock-take.
- To increase our membership to offer a service to more children with a disability.
- To increase our number of volunteers.

Goals Achieved

- We have settled in our new premises at the Mary Cave Day Centre after moving in, in January 2014, sharing space with the Multiple Sclerosis Society Swansea. Initially, we were concerned about the cost of the rent but thankfully we were successful with securing funding for 18 months. We find now that we have become extremely short of storage space at the centre. A further issue is the need to set up all the equipment for every Stay and Play we operate which then has to be cleared away completely afterwards. We find this is not an ideal situation and this next year will consider new premises to provide a static play room and toy storage area.
- Hafan Y Mor – our Satellite library is now fully established and we have successfully attracted some funding to open the library there for a few hours a week. The funding enabled us to employ two workers for 15 hours weekly - Helen Vaughan for 6 hours and Kelly Palmer for 9 hours. Their roles encompass working from Manselton and in the community including some sessions at Hafan Y Mor. Kelly, Helen and our Play Therapist, Anne, run Stay and Play sessions for children under 5 years at Hafan Y Mor, which are very successful.



- Members requests - some time ago we conducted a survey of our members needs and a request for after school Stay and Play was submitted. We managed to secure funding for a themed after school club on a Monday for 18 months. This operates with a different theme every 6 weeks. Currently underway is a Zumba theme with dancing and movement activities. Additional funding was secured for a Friday Night after school club which is a quiet session for those children who cannot tolerate lots of noise and people. This is funded until the end of March 2015.
- Sibling Group – this was a new venture for us last year which initially started very well with staff Debbie and Sarah. Unfortunately throughout the year interest fell, with numbers of children attending decreasing. As the demand for Stay and Play sessions increased at this time, the funding was put into extra staff and play sessions at the library instead.
- Our home visiting programme with Anne and Debbie is coming to an end in March of this year. This has been extremely successful and we have applied to BBC Children In Need to enable us to continue with this work. The current funders are Lloyds TSB, however the grant criteria for funding has changed this year and unfortunately our work no longer fits into their remit.
- Training sessions - we have been able to offer two sessions to date as part of Red Nose Grant Funding. We have sessions booked for April this year.
- Library membership – we have 98 family members and 22 schools and respite centre members. Within this membership we support 472 children and adults with a disability.
- Funding – we were successful in securing funding for After School Clubs and equipment. We were chosen as Charity of the Year by Schoolhouse Daycare, who have been fantastic and raised an enormous sum of money which is due to be presented in early March! A big thank you!
- Gower and Llwrch Lions club have given us great support recently and not only helped as volunteers at our play sessions but organised two Santa's at short notice! One for Hafan Y Mor Xmas Stay and Play and one for Manselton with presents! We look forward to working with Liz and David from the Lions in the coming year! Big thank you!
- Julie Thorne at J and K Bakers, Gowerton and Townhill has placed our charity boxes in both her shops and raised money for us all year. Thank you to Julie and all her customers!
- We extend our thanks to John and Diane at the Morris Arms, Brynhyfryd, Swansea who are helping to raise funds with a collection box on the bar. Thank you!
- Volunteers - our lovely volunteers Linda James and Diane Morris work tirelessly to tidy up and organise our limited space in the centre! It's a huge job and they do it so well! As well as tidying, Linda and Diane are always busy coding, cleaning, sewing and repairing toys. We couldn't manage without you! Thank you! Our Play volunteers are Julie, Nikki, Lida, Alba, Tom and Philip and we couldn't manage without you either! We have been able to give one to one attention to the children who come to Stay and Play because of our volunteers' commitment.



- Recently we said goodbye to some of our Directors and other professionals who have attended meetings to support our work. All have moved on from the library due to personal and work demands. We extend our thanks for their hard work to Dawn Lysyj, Nigel Haworth, Alison Haworth, Luke Dickinson and Audrey Hunt. Thank you all for your dedication and commitment to the Play Library.
- We also said a huge hello to new staff Kelly, Maria, Emma and Leigh. Welcome on board!

Conclusion

We are very proud of the opportunities we offer to all our members, of all ages. It is with incredible satisfaction that we congratulate the children and more mature members, as well as the families / carers on working and playing so hard this year. We have seen everybody gain a new skill and make new friends, which is what the library is all about!

Sensory Fun at Stay and Play!



Santa at Stay and Play!



Making Caterpillars!



Playing at Hafan Y Mor Stay and Play



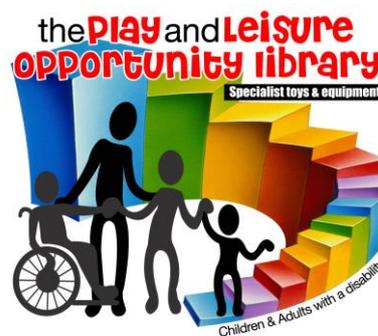
After School Club Fun!!!



Hey Look at me in the water!!



Report compiled by staff Judy Lynch (Project Leader) and Anne B



Appendix 2

The Play and Leisure Opportunity Library Finance Report

This covers our financial year 1st December 2013 - 30th November 2014
These have yet to be finalised by our accountants.

The accounts show that we have received income from the following sources:

2013/14 Play Fund	£ 10,000
BBC Children in Need	£ 9,584
Comic relief Large Grant	£ 15,000
Autistic Spectrum Disorder	£ 4,000
Lloyds TSB	£ 7,000
Play Sustainability	£ 2,600
SCVS Under 8s	£ 625
Swansea Sound	£ 1,000
Training Services	£ 613
Donations	£ 2,028
Membership	£ 1,290
Bank Interest	£ 10
Total	£ 53,750

Our expenditure was as follows:

Educational Toys & Equipment	£ 6,343
Insurances	£ 688
Computer Equipment & Running costs	£ 149
Travel expenses	£ 1,410
Room rental / hire	£ 4,719
Staff and Volunteer Training	£ 3,338
Overheads (Insurance, postage, copying etc.)	£ 2,309
Salaries	£ 28,693
Total	£ 47,649

Surplus for year **£ 6,116**

We have sufficient money in the bank (approximately £ 24,500) to meet our current expenses and commitments under grant funding. We are operating within budget and should continue to do so.

Thanks again to Judy for her hard work and success in attracting grant funding and company donations.