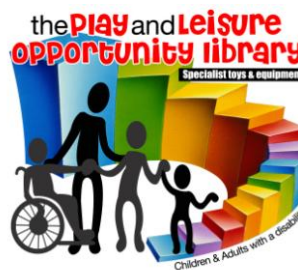


The Play and Leisure Opportunity Library

Minutes of Annual general meeting
held on April 2nd 2016



Present:

- Neil Fewtrell – Chair
- Deborah Lawrence – Treasurer
- Angie Allen – Secretary
- Cara Bellamy – Director
- Judy Lynch – Project Leader
- Anne Barker – Specialist Project Worker
- Kelly Palmer – Specialist Project Worker
- Helen Vaughan – Parent and Member

Proxy voting forms received from:

Jacqueline Munn, Adele Morgan, Claire Evans, Jody Mellor, Shirley Au-Yeung, Joanne Lewis, Aimee Davies, Yetunde Ifie, Kate Humphreys, Rachel Crutcher, Annie Price, Diane Davies

Welcome Introduction : Neil Fewtrell welcomed everyone to the meeting and thanked all for attending.

Minutes of Previous AGM: The minutes from the previous AGM held on 21st February 2015 were reviewed and recorded as accurate.

Matters arising from previous meeting: No matters arising

Chair's Report: Presented by Neil Fewtrell and attached as Appendix 1.

Project Leader's Report: Judy Lynch presented a report detailing the charity achievements for the year. Attached as Appendix 2.

Financial Report: Presented by Deborah Lawrence and attached as Appendix 3.

Election of Directors and Officers: The four directors stood down and were then re-appointed by a majority vote of those present.

- Neil Fewtrell re-elected as Chair
- Deborah Lawrence re-elected as Treasurer
- Angie Allen re-elected as Secretary
- Cara Bellamy elected as Director.

Special thanks given to staff: Special thanks were given to Debbie Whyte and Helen Vaughan for their hard work during the last year. Both members have staff have moved on.

Neil Fewtrell closed the meeting at 11 o'clock.

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Appendix 1: Chairs Report

It has been another busy year for The Play and Leisure Opportunity Library and since our last AGM in February 2015, we have seen the service continue to grow and develop at pace. As a charity, we are now looking forward to celebrating our 10th Anniversary year in the coming months.

To summarise the past year:

- Membership continues to increase and is up by approximately 17% to 140 members, with a total of 538 children and adults now being supported.
- Our online presence continues to increase, with 274 likes on our Facebook page and 110 followers on Twitter. Our website also received a substantial revamp in November 2015 and now receives around 350 visits a month – more than double that of the previous year.
- Staff, volunteers, members and the general public continue to be generous in their support of our charity, including taking part in fundraising events, donations and highlighting the good work the library does. We are fortunate to have continued excellent support.
- We've recently moved into new premises and so the beginning of 2016 was incredibly busy with the move. It's been a complete success thanks to the dedication and support of our staff and volunteers, plus the support of Britannia Robbins in providing a removal van, boxes and a team of removers.
- Whilst some funding streams have been lost over the past year, grant funding continues to be received from many of our previous funders and new funders have also started to support our service. Our donated funds have also increased from the previous year, which provides us with a greater flexibility.
- The library could not function without our fabulous staff. We are grateful for their efforts and what they achieve. Thank you also to our wonderful volunteers, for all they do and to our Directors who also volunteer their time to manage and support the service.
- This year we said sad goodbyes to some brilliant staff. We thank them for their work and commitment to the charity, you will be missed and we wish you well for the future.
- We've also welcomed some new staff and a new Director during the past year and we look forward to continuing to develop our service together.

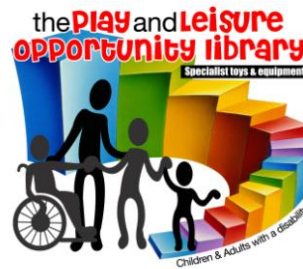
Looking towards the year ahead, the priorities for the Directors are to:

- Recruit further Directors to develop the management committee further.
- Implement new recruitment and pay processes.
- Review all organisational policies and procedures.

Thank you to everyone for your continuing hard work and support and I look forward to what the year ahead will bring, including our anniversary celebrations.

Neil Fewtrell
Chair

The Play and Leisure Opportunity Library



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Appendix 2: Project Leaders Report

Once again we celebrate a successful year establishing strong foundations as well as extending the play library service. Everybody involved with the play library has worked incredibly hard and we have proved to be a committed and extremely motivated team.

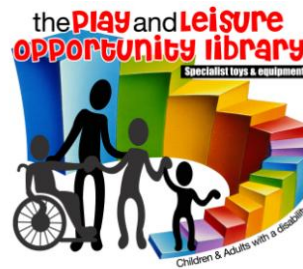
Goals Identified

- To identify larger premises for the library and complete a move.
- To extend the service offered at Hafan Y Mor.
- To develop consistent service pathways for the service to run effectively.
- To increase our networking and partnership working.
- To secure funding to offer additional services including home visiting service and sleep counselling service.
- To secure funding to ensure staff receive specialist training to increase our capability to provide a specialist service.
- To increase our library stock to include larger specialist items.
- To increase our membership to offer a service to more children and adults with a disability.
- To increase our number of volunteers.

Goals Achieved

- **New premises** - We have had a long and difficult search for new premises. Advice was sought from Swansea Council for Voluntary Services and a variety of options have been explored to overcome our need for extra space and a static play room for Stay and Play. Finally we settled on Forge Fach in Clydach and moved to the new premises in January 2016. Walsingham, a disability organisation, have a 99 year lease on the building and have similar goals to The Play & Leisure Opportunity Library, wanting to establish a centre of excellence for children and adults with a disability. The move has involved increased rental costs and we still need to set up a room for every Stay and Play but the centre is professional environment and the staff are very supportive and keen to work with us. We have successfully settled in already.
- **Hafan Y Mor** - Due to additional Play Fund grant funding we have been able to offer an increased number of sessions at Hafan Y Mor. We have been able to allocate a staff member to run an extra 8 hours a week during the period April 1st 2015 to March 31st 2016. Sensory sessions on an individual basis have also been offered in the centre's sensory room.
- **Service Pathways** - Due to the number of sessional staff and the need for staff to be lone working a considerable part of the week we established some systems to facilitate consistent working practice. We now have an online work book which records every piece

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of work undertaken for each member. This system is working really well. Policies have been re written and we now have behaviour guidelines for staff to follow when running a play session. We also have an Information Booklet providing an overview of how the service operates. All part time staff now have formal supervision. Monitoring and Evaluation procedures are practised as recommended by City and County of Swansea and BBC Children In Need.

- **Networking and partnership working** – Our staff at Hafan Y Mor have raised the profile of our service at the centre and established Play library as a presence. We now have referrals from Paediatricians, Specialist Health Visitors, Occupational Therapy and Physiotherapy. We recently completed a presentation at Clwyd Children’s Centre with a number of other community professionals following a request from a Specialist Health Visitor. We also have developed very strong links with The Children’s Disability Team. The Local Authority representative for Autism development has been extremely supportive in terms of providing opportunities for funding and training.
- **Specialist Training** - Funding has been secured enabling 2 members of staff to train as Sleep practitioners and a sleep programme is available for members to access should this be an issue of concern. 1 member of staff has completed the portage home visitor training. Specialist Food Refusal training was held at our centre with the Play Library hosting a workshop offered by Birmingham Food Refusal Clinic. Our staff benefited from this training as well as families and professionals in the community. We received a BBC Children In Need Grant for a home visiting service for children experiencing difficulties with particular issues and we are able to offer this to current members very successfully. We have a specialised team now who are highly motivated to deliver a unique and specialist service.
- **Funding** – We were successful in securing funding to run the Play library service for another year! We have 3 part time staff and 5 staff who work on a sessional basis for Stay and Play sessions. Our After School Club sessions will sadly finish at the end of March 2016 as we have been unable to secure continued funding. We have applied for further funding from other charities and organisations and are waiting to hear if we have been successful.
- **Members** – Our membership has increased again this year to 122 family members, 8 professional members, 10 schools. The total number supported is 140 however with other children and adults benefitting from the service at schools and centres the number of individuals supported is 538.
- **Supporters**
 - Gower and Llwrch Lions club have given us great support again this year. David and Liz are always keen to help and David is a very good Santa! David’s colleague provides a Santa at Hafan Y Mor and we are so grateful as the Christmas session is lovely for the children to enjoy Santa at their pace and time. Many thanks everyone! We look forward to working with Liz and David from the Lions in the coming year! Big thank you!

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- 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 have helped to raise funds with a collection box on the bar. Thank you!
- **Volunteers** - our lovely volunteers Linda James and Diane Morris work tirelessly to ensure our library stock is tidy and clean as well as safe to play with. Linda and Diane helped to sort the shelves when we moved and we couldn't manage without them both!!! Thank you both for your dedication and commitment. Our Play volunteers for Stay and Play are Claire Wright, Jayne and Fran Torretelino. We have been able to provide one to one attention to children and their families due to their commitment and work. Thank you!
- Recently we said goodbye to some of our staff and volunteers Helen Vaughan, Debbie Whyte and Claire Wright. Thank you all for your work, dedication and commitment to the Play Library. We wish you the best of luck for the future.
- We also said a huge hello to new staff Eleri, Martha, Antonio and Jordan and new volunteers Jayne and Fran. Welcome and we hope you will be happy at the play library!

Conclusion

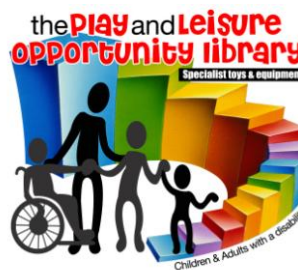
The Play Library continues to be successful due to the enormous amount of work our Directors and staff give to the service as volunteers. Tireless efforts are made by Judy and the staff team to give specialised attention and the highest quality support to all our members. Judy also completes the funding applications to continue the service but also to develop the service to meet the requests we receive from our members. Over the course of the year we have observed all our members and their families gain new skills, laugh, cry and then move up to the next new step! Well done everybody and keep laughing, learning and playing. You are never too old to play!

Judy Lynch

Project Leader

The Play and Leisure Opportunity Library

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Enjoying a story with
Anne and Judy at a home
visit



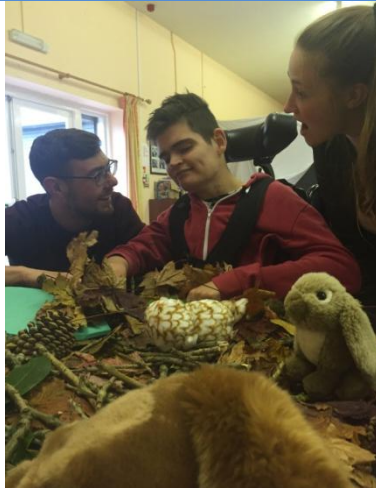
Enjoying messy play!



Maria having fun



Enjoying our Big Play session!



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Appendix 3: Finance Report

This covers our financial year 1st December 2014 - 30th November 2015

These are currently being finalised by our accountants.

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

Play Fund	£16,241
BBC Children in Need	£ 7,057
Comic relief Large Grant	£ 15,000
Autistic Spectrum Disorder	£ 1,364
Changing for the Better	£ 6,656
Play Sustainability	£ 799
Monmouthshire Building Society	£ 461
Swansea Sound Cash for Kids	£ 1,000
Building Better Childcare	£ 4,260
School House Day Care	£ 5,000
Mumbles Keep Fit	£ 1,000
Ray Gravell Trust	£ 750
Donations/ Fundraising	£ 3,436
Membership	£ 1,410
Total	£ 64,434

Our expenditure was as follows:

Educational Toys & Equipment	£ 6,179
Insurances	£ 672
Computer Equipment & Running costs	£ 419
Travel expenses	£ 1,614
Room rental / hire	£ 5,262
Staff and Volunteer Training	£ 195
Overheads (Accountant fee, admin, session consumables etc.)	£ 4,653
Salaries	£ 41,788
Total	£ 60,782

Surplus for year **£ 3,652**

We have sufficient money in the bank and in hand (approximately £ 24,700) to meet our current expenses and commitments under grant funding. We are operating within budget and should continue to do so.

We would like to thank our staff and members for promoting The Play & Leisure Opportunity Library and therefore attracting donations and fundraising activities. Thanks are especially due to Judy Lynch for all her hard work and success in securing grant funding.

Deborah Lawrence
Treasurer