

# The Play and Leisure Opportunity Library

Minutes of Annual General Meeting  
held on April 7th 2018



## **Annual General Meeting, Held at Forge Fach Community Centre, Clydach, Swansea**

### **Present:**

- Deborah Lawrence – Treasurer
- Angie Allen – Secretary
- Gareth Noble – Director
- Judy Lynch
- Kelly Palmer – Specialist Project Worker

### **Apologies**

Neil Vyas (Chair), Eve Dewson

### **Proxy voting forms:**

Proxy voting forms were received from 18 members.

**1. Minutes of Previous AGM:** The minutes from the previous AGM held on 1<sup>st</sup> April 2017 were agreed as accurate were agreed by all present. The names of the proxy voters are to be anonymised as the document is in the public domain.

**2. Project Leader's Report:** The Project leader's report was presented; Attached as Appendix 1. Kelly was thanked for her informative and colourful report and for all her hard work over the past year.

**3. Chairperson's report.** This was presented on Neil's behalf. It required some amendments to reflect that Judy is looking to be appointed as director at this AGM; Attached as Appendix 2. A big thank you was extended to Judy for all her work in setting up and running the library over the last 11 years. Judy is now planning to act as a director and will be available to provide invaluable advice and insight for the current staff.

**4. Financial Report:** The Treasurer, Deborah Lawrence presented the Finance report; Attached as Appendix 3. The accounts will be finalised by the accountant towards the end of the Summer. The library's finances are looking healthy and future bids are reflecting expected increases in wages/pension/rent etc. Last year, we used up our Amazon and Vale funding for Stay and Play sessions. Kelly will be looking into possible sources of funding for these sessions for the coming year. A big thank you was extended to Deb for all her hard work in managing the finances and to Kelly and Emma for their hard work on recent funding bids to the Big Lottery and Children in Need.

# The Play and Leisure Opportunity Library



## Minutes of Annual General Meeting held on April 7th 2018

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

5. Deborah Lawrence was re-appointed as a director of the charity.
6. Angie Allen was re-appointed as a director of the charity.
7. Gareth Noble was re-appointed as a director of the charity.
8. Judy Lynch was appointed as a director of the charity.
9. Judy Lynch was elected as Chairperson of the charity.
10. Deb Lawrence was elected as treasurer of the charity.
11. Angie Allen was elected as secretary of the charity.
12. Neil Vyas was not present so was unable to be appointed to any position. Following this meeting, he will be advised that he can be co-opted, if he so chooses.

### **13. AOB**

#### **Funding**

There was some discussion about the recent successful funding bid to the Big Lottery fund and the fact that we will not find out about the Children in Need bid until approximately mid – June, based on previous bids. There will need to be some re-configuration of roles and responsibilities and the number of hours for posts if both bids are successful. Anne Barker is due to return at the end of May and has expressed a desire to work for 10 hours per week. We currently have the capacity to fund Kelly's extra 10 hours while we await the CIN outcome. We discussed possible time scales for advertising for an additional post, 22nd May was agreed. Kelly agreed to prepare and put out the advert.

#### **Safeguarding**

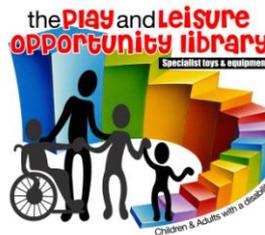
Kelly intends to set up bespoke training for all staff at the play library which will be a mandatory requirement to their employment by the library. Angie agreed to review the safeguarding policy and procedure which needs to be more robust and to create a template for interviews for staff/applicants with positive DBS checks.

The meeting ended at 11.05am.

The next committee meeting will be held on June 23<sup>rd</sup> at Forge Fach at 10am.

# The Play and Leisure Opportunity Library

Minutes of Annual General Meeting  
held on April 7th 2018



## Appendix 1: Project Leaders Report

### Introduction

Another year has flown by. It's been a year of many changes. We have seen some staffing shuffles and Anne Barker our colleague welcoming her little girl into the world. We then introduced Emma Reay onto our core team. The last year has in all proved to be a successful one here at the library with Stay and Play sessions continuing to prove so popular we always operate with a reserve list and our Home Visits remain equally as successful.

### Main Goals

- To secure funding to continue to run the project successfully
- To increase community presence and reach those that need us most
- To increase the number of active volunteers
- To update policies and procedures to help streamline processes and ensure they are all current and correct including the development of the staff handbook
- To develop a database of our current stock to help simplify the loans process and help service users to be able to see what stock we have in an efficient manner

### Goals achieved

#### Funding:

During the last year we have continued to work hard to secure funding and have been supported by:

- Swansea Council's Children and Young People Grant
- Swansea Council's Sustainability Fund
- Children in Need
- Skiathos Fund (Community Foundation in Wales)
- Swansea City Football Club
- Nationwide
- Party for PLOL
- The Wave's Cash for Kids

Ongoing support from the City and County of Swansea and Children in Need has ensured that we have been able to provide a consistent service to families all across Swansea and beyond. Kelly successfully completed a bid to SwansAid and we were granted £10,000 for new equipment. We used this money to buy some wonderful soft play and large noise responsive equipment. Cash for Kids were

# The Play and Leisure Opportunity Library

## Minutes of Annual General Meeting held on April 7th 2018



again able to fund our summer staff for Stay and Play sessions. We were very lucky to receive the support of Hayley and Kevin Wheeler last October who organised a fundraising evening for us in Kidwelly Rugby Club. Hayley and Kevin worked tirelessly to fundraise for us, the event was a huge success and enjoyed by everyone who came. Funding events like this really help us to be able to keep the doors open, the money was used to staff some of our sessions and continues to be used for equipment as needed. Thank you so much both this was a huge effort by you and such a great help for us.

### Community:

Kelly and Emma continue to help build community links by attending various groups. We have been able to attend the Next Steps group in Hafan Y Mor, meeting new parents and letting them know all about what we do.

We have attended several community events including the Autism Show at Swansea University. Our team provided play opportunities for children with additional needs during the National Play Day event at the Waterfront Museum. We also extend our thanks to the Lions Club who once again provided our Santa at Christmas time.

We have built links with Asda this year too, a big thank you to Jayne who provided us with some Stay and Play materials and invited us along to the store for an information stall. Jayne has also put us forward for Asda's green coin scheme.

### Networking and Partnership Working:

We have been able to continue to build links with:

- Asda Gorseinon
- Next Steps group for newly diagnosed children
- Specialists within the Neurodevelopmental Disorder Team
- Professionals within Hafan Y Mor. We continue to attend the Operational Group Meetings
- National Autistic Society Swansea Branch
- Tutors from the Masters in Development and Therapeutic Play
- Other disability services through attendance at Play Access meetings hosted by Stephen Cable
- SCVS
- Mayhill Family Centre

# The Play and Leisure Opportunity Library

Minutes of Annual General Meeting  
held on April 7th 2018



## Volunteers:

We have welcomed new volunteers too. Karen who is extremely committed and helps us to keep on top of coding and returns and our sessional volunteers Joanna, Siwan, Meaghan, Anusha and Lucy. Our sessional volunteers bring valuable skills to the Library and have each helped make play accessible for so many families; they have even been contributing to our planning. Thank you all. A special thank you to Siwan who has been helping us to translate some of our literature into Welsh.

Without volunteer support the project wouldn't be possible, your support is invaluable and we extend our thanks.

Extending a thank you to Make a Smile who attended our summer Stay and Play sessions, they were fantastic! Dressing up as Disney characters to help make the children's day a little magical.

## Policy overhaul:

Over the past year all of the policies and procedures of the Library have been reviewed and amended to ensure they are all fully reflective of the latest regulations and best practice benchmarks. This includes new GDPR policies to ensure the Library is fully complying. From this, a comprehensive Staff Handbook has been collated.

Play Library has also undergone a full Fire Safety review and a report is now stored in the office.

## Equipment and Database:

We have been lucky to be able to increase our stock of toys/equipment, purchasing some specialist gross motor equipment which the children have loved. Staff have begun to record all of our items onto a computerised system; this is an ongoing job we hope to complete soon.

## Members:

Membership continues to grow this year. We currently support:

- 167 family members
- 3 professional members
- 13 schools/unit members
- The total number of current beneficiaries 521

# The Play and Leisure Opportunity Library



## Minutes of Annual General Meeting held on April 7th 2018

### Conclusion

Although we are a small charity we are a dedicated and motivated team who strive to offer a high quality and specialist service that is accessible to all children and adults who have a disability or experience difficult issues that prevent achievement and enjoyment in life. We are very proud of our service and acknowledge how hard it is to sustain our service. We would like to request this year that more parents come forward as Trustees to help to take the project forward. Onward and upward everybody!!

### Photo Report:



Left: Our Patron Dean Thomas interviews our Young Ambassador James in Party for PLOL. Right: Hayley and Kevin who organised such a successful event.



SwansAid Visit: After successfully gaining funding from the Swans we were invited for a tour of the stadium.

Kev Johns presents staff and volunteers with a cheque for £1000 thanks to the Cash for Kids appeal.



# The Play and Leisure Opportunity Library

## Minutes of Annual General Meeting held on April 7th 2018



Volunteers from Make a Smile who came to Stay and Play and helped put some magic into our session.



Left: Jayne from ASDA provided materials for some of our Stay and Play sessions.  
Right: Leigh helping children to interact and share activities during Stay and Play.



Lions Club once again provided opportunities for some of our members to meet Santa!

# The Play and Leisure Opportunity Library

Minutes of Annual General Meeting  
held on April 7th 2018



## Appendix 2: Chair's Report

I would like to start by thanking all the trustees and the rest of the team for their enthusiasm and friendliness throughout the year. They have been a pleasure to work with and I am very grateful for the dedication and commitment they show in their care for the members of The Play and Leisure Opportunity Library (PLOL). PLOL has had a good year this year. We have enjoyed the use of both Forge Fach and Hafan-Y-Mor premises for our most popular and successful stay and play sessions which continue to strengthen our relationship with our members and their families, whilst Kelly and Emma have been busy throughout the year building sustainable links with the community. Judy has recently stepped down as Project Leader and is now looking to continue her work with PLOL by becoming a Director of the charity from this AGM. Judy set up the Play Library in 2006 and took up the challenge to lead the charity towards a great success. Over the years she oversaw the recruitment of the charity's dedicated team of volunteers and the development of finance and governance structures. The charity made huge progress under her leadership, and we thank Judy enormously for her contribution and hard work.

We have been able to support many exciting projects throughout the year, alongside our regular activities.

### To summarize the past year:

- Membership continues to increase, we currently have 183 members compared to 153 last year. This includes 167 family members, 3 professional members and 13 schools/units.
- The entire PLOL team, 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.
- There has been a steady growth in our grant funding which involves funding from many of our existing supporters and recently some other organisations have also agreed to support our activities financially.
- The library could not function without our dedicated staff. We are grateful for their efforts and what they achieve. A big thanks to our enthusiastic and hard-working volunteers, for all they do and to our trustees who also volunteer their time to manage and support the charity.
- Unfortunately, some brilliant staff have departed this year and we thank them for their work and commitment to the charity, we wish them all the best in their future endeavours.
- We have also welcomed some new staff during this period and we look forward to continuing to develop our services together.

# The Play and Leisure Opportunity Library

Minutes of Annual General Meeting  
held on April 7th 2018



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

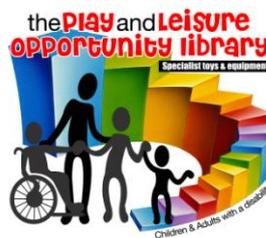
- Recruit further Directors to develop the management committee further.
- Implement new recruitment and pay processes.
- Review all organisational policies and procedures.

2017 was a remarkable year for PLOL and I am very grateful to everyone for their support and looking forward to a very successful year ahead for the charity.

***Neil Vyas, Chair***

# The Play and Leisure Opportunity Library

Minutes of Annual General Meeting  
held on April 7th 2018



## Appendix 3: Finance Report

This covers our financial year 1<sup>st</sup> December 2016 - 30th November 2017  
These are currently being finalised by our accountants.

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

|   |                 |
|---|-----------------|
| Swansea City & County CYP Grant Play Fund | £11,500         |
| Swansea City & County Play Sustainability | £ 3,000         |
| BBC Children in Need                      | £ 20,738        |
| Swansea Sound Cash for Kids               | £ 1,000         |
| Nationwide                                | £ 200           |
| SwansAid                                  | £ 10,000        |
| TJX Community Fund                        | £ 1,500         |
| Party for PLOL                            | £ 3,070         |
| Training                                  | £ 1,240         |
| Donations/ Other Fundraising              | £ 1,010         |
| Membership                                | £ 2,480         |
| <b>Total</b>                              | <b>£ 55,738</b> |

### Our expenditure was as follows:

|  |                 |
|--|-----------------|
| Educational Toys & Equipment   | £ 12,116        |
| Insurances   | £ 590           |
| Session and activities consumables                                   | £ 547           |
| Travel expenses  | £ 349           |
| Volunteer travel & expenses  | £ 916           |
| Room rental / hire   | £ 7,769         |
| Staff and Volunteer Training   | £ 1,964         |
| Overheads (Accountant fee, admin, computer running, telephones etc.) | £ 2,894         |
| Salaries   | £ 34,936        |
| <b>Total</b>   | <b>£ 62,081</b> |
| <b>Surplus for year</b>  | <b>(£ 6343)</b> |

We have sufficient money in the bank and in hand (£17,612) to meet our current expenses and commitments under grant funding. We are operating within budget and should continue to do so. We are gradually increasing our reserves and end this year with £6,000 allocated to Reserves.

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 and Kelly Palmer for all her hard work and success in securing grant funding.

**Deborah Lawrence**  
*Treasurer*