



Play and Leisure Opportunity Library Annual General Meeting 2019

Held on Saturday April 6th 2019 at 10.30am at Melys Café, Clydach, Swansea. (This was due to the Forge Fach Centre being closed)

Present: Gareth Noble, Deborah Lawrence, Angie Allen, Judy Lynch, Kelly Palmer, Eve Dewson.

Apologies: Hayley Wheeler.

Proxy Votes: 20 proxy voting forms had been completed and received from members

1. Everyone was welcomed to the AGM and apologies were noted.
2. The minutes of the AGM of 2018 were agreed by all present.
3. The project leader's report was shared and agreed by all present.
(See Appendix 1)
4. The Chairperson's report was shared and agreed by all present. (See Appendix 2)
5. The treasurer's report was shared and agreed by all present. (See Appendix 3)
6. Judy Lynch was reappointed as a director of the charity for a further year.
7. Angie Allen was reappointed as a director of the charity for a further year.
8. Deborah Lawrence was reappointed as a director of the charity for a further year.

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9. Gareth Noble was reappointed as a director of the charity for a further year.

10. Eve Dewson was appointed as a director of the charity.

11. Hayley Wheeler was appointed as a director of the charity.

12. Judy Lynch was re-elected as the chairperson, Deborah Lawrence was re-elected as the treasurer and Angie Allen was re-elected as the secretary.

13. All directors checked and updated the conflict of interest register.

14. The policies and procedures for safeguarding for adults and children and allegations against a staff member have been fully reviewed, updated and signed off by the directors.

The policies and procedures referred to in the safeguarding policy will be the next to be reviewed and updated.

AOB -A big thank you was extended to Deborah for all her hard work over the past year and to Kelly and Emma for their work in securing the funding for the library.

The AGM closed at 11am.



Appendix 1: Project Leaders Report

Introduction

We have enjoyed a successful year this year, the project has been able to secure more funding than ever and is currently as big as it has ever been. We have seen some changes in staffing and welcomed Karen and Sarah into our team to help deliver our new project funded by Big Lottery. We also extend a warm welcome to Siwan who has joined our core team also and has been doing some fantastic work helping us to develop our use of the Welsh Language within the project.

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 finalise and launch the database system
- 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
- To welcome some more Trustees to our team to ensure sustainability of the project

Goals achieved

Funding:

We have had a successful year and have been able to secure funding from various sources to keep the Project running.

We have been able to secure funding from Children in Need again so that our Home Visiting can continue.

We were able to secure funds from Big Lottery and as a result have been able to expand the services we offer here within the Project, we are already running an After School Club and an Early Years support group thanks to this grant.

We secured funding from Swansea Council and in addition received £4500 from their Sustainability Grant scheme.



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We also extend our thanks to those that have supported us throughout the year including The Wave with their Cash for Kids Appeal and Asda with their Green Coin scheme; these donations are gratefully appreciated and help to keep us running!

Deborah Lawrence our Treasurer will supply further details in her report.

Community:

Kelly, Emma and Karen continue to work alongside various community professionals to build on the Projects community links. We have seen an increase in professionals approaching us to attend their events and information sessions. Events attended over the last year include:

- Next Steps both in Swansea and now in Neath Port Talbot also, this proves to be an excellent opportunity to meet with newly diagnosed ASD families to let them know what we do
- Stepping forward, a group for families with a child diagnosed with GDD
- Swansea Autism Show
- Pen Y Bryn, we are building good links with the school and held an information stall in their summer fete
- Play Access Group, we continue to be part of Swansea Council's Play Access group, helping to advocate play for additional needs families within Swansea
- National Play Day, we ran a successful quiet play space for Swansea's National Play Day event at the Waterfront Museum

We also have continued to promote partnership working and develop community links. We have enjoyed working alongside many others including:

- 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
- SCVS
- Mayhill Family Centre

Volunteers:

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Over the last year we have said a fond goodbye to some of our volunteers as they move on into their various roles. We would like to officially thank Joanna, Meaghan and Anusha for the time and effort they contributed to the project. Your support has been invaluable. We have been able to welcome more volunteers than ever this year thanks to the grant money received from Big Lottery; currently we have 14 volunteers helping to support the project.

Equipment and Database:

We continue to develop our database system which is now in its final stages. We hope to be completed very soon

Members:

Membership remains steady this year. We currently support:

- 149 family members
- 3 professional members
- 13 schools/unit members

The total number of current beneficiaries 593

Conclusion

It has been a very successful year here at the library which has seen us grow to our biggest size yet. We have seen some changes throughout the year and say a fond farewell to Leigh, we wish you all the best for the future.

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Photo Report:



One of our service users enjoying exploring sensory play with Antonio during a Stay and Play session.

Our Big Lottery After School Club has got off to a flying start. This little man loved exploring food in our Cookery themed sessions.



Children enjoying an opportunity to play together during one of our sessions. This was a rare and very precious moment marking significant progress,



Appendix 2: Chair's Report

We celebrate another successful year at the Play Library and my first year as Chair. Project Leader Kelly Palmer has settled well into her role and not only secured funding to sustain the project but also to develop a new initiative to our service with Big Lottery funding. We also were absolutely delighted to be successful with BBC Children in Need Funding for another 3 years! So fortunate! City and County of Swansea are also very supportive every single year and recognise the value of our service. Thank you grant funders for your continued support.

Our Play Library now supports 165 members with toys/equipment, Stay and Play sessions and our Home Visiting service. We also welcome 2 staff members to our project who deliver the new strands to our service. We can now offer themed sessions to our members. The work also involves recruiting and training volunteers to support our project. The whole emphasis is on developing a new resource to benefit the community and to increase community involvement in our project. This is working really well and is starting to become more popular.

A huge benefit of this work is our project is becoming more well-known and we are being approached by other professionals with invites to attend events and networking opportunities. This can only serve to ensure we have opportunities to secure sustainability.

Looking back over the last year we have successfully come through a succession of both good and bad experiences and everyone involved in our project remains dedicated to our work and are able to think and react quickly with solutions to problems. This is the reason behind our strength and success – A good strong team!!

Judy Lynch

Chair



Appendix 3: Finance Report

This covers our financial year 1st December 2017 - 30th November 2018
These are currently being finalised by our accountants.

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

Swansea City & County CYP Fund 18/19	£19,500
Swansea City & County Play Sustainability	£ 4,107
BBC Children in Need	£ 25,670
Swansea Sound Cash for Kids	£ 1,000
Big Lottery People & Places Fund	£ 12,014
Donations/ Other Fundraising	£ 1,622
Membership	£ 1,925
Total	£ 65,838

Our expenditure was as follows:

Educational Toys & Equipment	£ 1,522
Insurances	£ 629
Session and activities consumables	£ 364
Travel expenses	£ 558
Volunteer travel & expenses	£ 557
Room rental / hire	£ 7,504
Staff and Volunteer Training	£ 1,851
Overheads (Accountant fee, admin, computer running, telephones etc.)	£ 1,999
Salaries	£ 41,726
Total	£ 56,710

Surplus for year **£ 9128**

We have sufficient money in the bank and in hand (£26,740) 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 £8,000 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, Kelly Palmer and Emma Reay for all their hard work and success in securing grant funding.

Deborah Lawrence
Treasurer