

Moyraverty Pre-School Playgroup
Brownlow Community HUB
7 Brownlow Road, Brownlow, Craigavon
BT65 5DL

Tel No 07521 361 236

MINUTES OF THE ANNUAL GENERAL MEETING
HELD ON TUESDAY 08 OCTOBER 2022
AT 9.15AM
IN THE 'BROWNLOW COMMUNITY HUB'

Present

Laura Hadden
Bronagh Whyte
Sinead O'Neill
Danielle Shortall
Anthony Hart
Graham Douglas
Chris Clenaghan
Abby Vennard
Siu Tsang
Brooke Caldwell
Amy Corden
Ciara Rice
Gary Magill
Aislinn McAuley
Joanne Nugent
Ann Marsden
Sara Strain
Clare Mallon
Laura Campbell

In Attendance -

Christine Armstrong Zero-8-Teen – Finance Administrator
Annette May Playgroup Leader (Left after Her Report)

2. Apologies - None

Annette introduced Christine and explained that Zero-8-Teen and the Playgroup worked in partnership and collaboration of each other. Annette also highlighted that the playgroup cannot run without a Committee and that as parents they are responsible for the Management of the service. She added that if there was no committee then there would be no playgroup. She then explained that the formal meeting was in keeping with the rules in the constitution however the meetings between the AGM's are more informal and allows interaction between the parents while enjoying a wee cuppa & biscuit.

3. Minutes

Copies of the minutes of the last Annual General Meeting held on 21 October 2020 were circulated and read. **Proposed by** Sinead O'Neill. **Seconded by** Bronagh Whyte

4. Playgroup Leader's Report

Annette welcomes and thanked everyone for taking the time to meet this morning at present we have 20 children and another 2 children to start in November the children have settled in well

In the main hallway we have a notice board and I ask you to take time to read the information on it, as there is important information on it i.e. the child's key worker who will be doing observations on you child progress throughout the year and also Designed Child Protection Officers which are Annette May and Amy Ritchie, and also insurance details etc

At the moment our theme is Halloween and the plans are ready for the next few weeks

All staff are fully trained in First Aid and Child Protection.

We have received £350 from a funder towards Christmas party all parents welcome and join the fun to come and parent and grandparents' day.

We received the pathway fund this year again which is great it helps pay staff wages, allows us to get new equipment.

We are doing the first reports on the children within the next couple of weeks if you need to speak to staff member about the reports, please let us know as this can be arranged.

On a closing note, I would like to take this opportunity to thank our committee from last year for all their help with fundraising. And to thank our 2 volunteers as we could not have managed without them.

5. Adoption of Audited Accounts.

Christine explained the accounts for the year 1 September 2021 – 31 August 2022 She outlined some income i.e., Pathway fund, £19607.23 Children's Fees were down £2363.80 (£25748.20) from previous year of 28112.00 Grant aid £1206.00. Christine highlighted about the importance of fundraising. The main expenses from the Expenditure i.e., Wages, were up £3257.35 to £37766.89 Rent £5056.25 Refreshments and equipment however grant was received for equipment. Christine also highlights that the bank fees were high they were up £57.43 to £435.48, she advised the committee to find out about online banking and to write a letter asking if there a deal for community groups. Christine asked if there were any questions, there was no more questions she added that if anyone wished to see the full accounts they could do so at any time.

Formal adoption of accounts **Proposed By** Ann Marsden **Seconded By** Gary Magill
and agreed by all.

6. Election of Officer Bearers and Committee

Annette had explained what a committee is at the start of the meeting.

Christine explained that the previous Committee has been stood down to allow the election of a new committee including office bearing roles. She then asked if all present would be willing to sit on the Committee all agreed. Christine also highlighted that there information would be send to the charity Commissions Christine informed the new Committee that she would welcome nominations for Chairperson, Secretary and Treasurer. Christine mentioned that Laura Hadden Chairperson, Bronagh Whyte Secretary and Sinead O'Neill Treasurer are willing to stay on however if there is other

nominations, we can take a vote it was agreed by all that the office Bearers remain and all parents agreed to be on the committee

Proposed By Claire Mallon **Seconded By** Graham Douglas **and** agreed by all.

7. Election of Auditor & Signatories to bank.

David Armstrong to continue as Auditor.

Signatories – 3 Office Bearers to continue to sign cheques each week.

Proposed by Claire Mallon **Seconded by** Graham Douglas **and** agreed by all

8. Adoption of Constitution – Christine explain that the Constitution provided the Aims & Objectives of the Playgroup and provided the ‘rules’ and guidelines about meetings, election of the Committee and Office Bearers, finances etc. She invited questions. There being none the Constitution was formally

Proposed by Bronagh Whyte **Seconded by** Sinead O’Neill

9. Fund Raisers – There will be a Christmas Hamper we will be asking if parents to sell tickets also any suggestions for fund raisers would be welcome.

10. Any Other Business

Christine thanked everyone for coming and mentioned that if anyone had questions about anything covered today, she would be happy to answer now or they could approach her after the meeting or at a later date if they ask Annette and she would pass a message on or gave them my Phone number.

11. Date of next meeting: To be arranged.

..... **Date**.....