

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 04 OCTOBER 2023
AT 9.15AM
IN THE 'BROWNLOW COMMUNITY HUB'

Present

Laura Hadden
Sinead O'Neill
Deborah Bradley
Caitriona Sheridan
Jane France
Tara Coult
Sandra Kulikaliskaite
Nail Lavery
Zoe Beattie
Danny Turley
Mandy Patterson

In Attendance -

Christine Armstrong	Zero-8-Teen – Finance Administrator
Annette May	Playgroup Leader

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 18 October 2022 were circulated and read. **Proposed by** Sinead O'Neill. **Seconded by** Laura Hadden

4. Playgroup Leader's Report

Annette spoke about how we had been very fortunate in the last few years to receive a large amount of funding from the Pathway fund. Due to lack of funding this year we have not got any from them so we will need to look in to fundraising with also help from the parents etc as we currently pay out £964.00 a week in wages and are taking in fees at present of £480.00

Annette highlight that at present we have 13 children and 2 to start in November numbers are low due to schools taking children in early still a good number of places available so she talked about advertising and other ways of getting children in as we do not want to go like we had in recent years and have a huge struggle financially. Parents/carers gave ideas on fundraising etc and one parent in particular was very helpful and has decided herself to go in search for funding.

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

Amy Ritchie deputy leader is pregnant and will be going on maternity leave in February 2024

5. Adoption of Audited Accounts.

Christine explained the accounts for the year 1 September 2022 – 31 August 2023 She outlined some income i.e., Pathway fund, £15,683 Children's Fees were slightly up to £27,330 Grant aid £1526.. The main expenses from the Expenditure i.e., Wages, were up £37766.89 to £40246. Rent £4915. 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. Christine also highlighted about the importance of fundraising.

Formal adoption of accounts **Proposed By** Laura Hadden **Seconded By** Sinead O'Neill **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 their 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 and Sinead O'Neill Treasurer was willing to stay on however Bronagh Whyte Secretary would be stepping down Christine asked if there're was any other nominations for Chairperson or Treasurer there was no others Christine asked for nominations for secretary Deborah Bradley said that she would be interested there was no one else

Laura Hadden- Chairperson

Proposed By Sinead O'Neill **Seconded By** Catriona Sherdian **and** agreed by all.

Sinead O'Neill Treasurer

Proposed By Jane France **Seconded By** Mandy Patterson **and** agreed by all.

Deborah Bradley Secretary

Proposed By Laura Hadden **Seconded By** Mandy Patterson **and** agreed by all.

7. Election of Auditor & Signatories to bank.

David Armstrong to continue as Auditor.

Signatories – 3 Office Bearers to sign cheques each week.

Proposed by Zoe Beattie **Seconded by** Catriona Sherdian **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 Deborah Bradley **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**.....