



**Biggar Babies, Toddlers and Playgroup - AGM - May 2nd - The Gillespie Centre**

**Attendees:** Emma Sinclair (ES) Elaine Shillan (ES)  
 Phoebe Cope (PC) Bria Boyd  
 Katie Shillan (KS) Mary Grant (MG)

**Apologies** Iona Yampoo

Agenda	Action
<p><b>1. FINANCES</b></p> <ul style="list-style-type: none"> <li>a. PC the treasurer reports the Accountant, Hall Fees (up to March) Insurance, wages and employees expenses are all up to date.</li> <li>b. Current employees again decline the most recent pay rise (April 2019) to bring their wages in line with national minimum wages.</li> <li>c. Many Toddler Group members are not paying the registration fees. It was thought collecting two rounds of £6 was not working so the group has decided to return to a one off payment of £12 per family / childminder.</li> <li>d. It was suggested we inform members the registration fee includes Christmas party, gift from Santa, first chance at signing up for SPELL events and goes towards the annual insurance for the group.</li> </ul> <p><b>2. REPLACING STAFF</b></p> <ul style="list-style-type: none"> <li>a. Congratulation to Katie on her new job. She is still awaiting a start date. Once this is confirmed she and Elaine will be resigning. This is an exciting opportunity for two new employees to take over, making the role their own. There is currently a healthy interest in these post and there are no concerns over the groups ability to fill these posts. Katie and Elaine will be greatly missed and have volunteered a lot of additional time and energy into both the playgroup and toddler. Elaine has kindly offered to volunteer for the playgroup if there is ever a staffing emergency as can happen from time to time.</li> </ul>	



<ul style="list-style-type: none"> <li>b. Instead of employing a Playgroup Leader and Playgroup Assistant, it was decided to employ two Playgroup Leaders as the roles are the same anyway.</li> <li>c. A job description, contract of employment and list of interview questions will need to be drafted for the Playgroup Leader positions.</li> <li>d. Working within a playgroup environment can lead on to help obtain qualifications such as S.V.Q which can then lead on to further employment. First Aid and Food Hygiene training are a few</li> <li>e. Playgroup Leaders will be employed for Monday and Thursday mornings only. The group can no longer afford to pay for a Leader at the Tuesday toddler session. As a result the group is looking for two volunteers to open up, set-up and run the Tuesday Toddler session.</li> </ul>	<p>ALL COMMITTEE</p> <p>ALL COMMITTEE</p>
<p><b>3. CURRENT COMMITTEE</b></p> <ul style="list-style-type: none"> <li>a. Mary Grant has now stepped down as chairperson, Jackie McLairde has stepped down as Secretary, Bria Boyd has replaced Corrie Wilson as Playgroup Secretary. Phoebe has remained as Treasurer.</li> <li>b. The group is therefore in urgent need to fill the Chairperson and Secretary role.</li> <li>c. If the positions are not filled the group can no longer legally remain open. If anyone is interested in taking on these roles and would like to learn more please contact Mary Grant of any committee member.</li> </ul>	<p>ALL COMMITTEE</p>
<p><b>4. GARDEN DEVELOPMENT</b></p> <ul style="list-style-type: none"> <li>a. PC expressed interest in developing the outdoor area for the group. KS and ES said they use the outdoor space with Playgroup but the children cannot be left to roam in the current condition.</li> <li>b. The shed is leaking and roof needs to be fixed. There are two tricycle and two scooters which cost £120 to buy and which are no longer used the group should sell. MG to organise toy sale.</li> </ul>	<p>PC</p> <p>MG</p>
<p><b>5. YEAR AHEAD</b></p> <ul style="list-style-type: none"> <li>a. The group should have 9 meetings per year, which is roughly one a month (as closed for summer). The group failed to do this last year and aim to rectify that in the new year.</li> </ul>	<p>ALL COMMITTEE</p>



b. Annual Minimum Fundraising Events

- Halloween Party (to be advertised in the Biggar Little Festival book by April)
- Christmas Quiz
- Commission from Professional Photos, Christmas Cards, Fathers Day Cards/Mugs etc
- Playgroup Fun Smartie Tube
- 2 Wellie Walk, Boating Pond and Burn Brae
- Summer Quiz