



Westfield Playgroup
Annual General Meeting Minutes
15th November 2023

Venue: Westfield Playgroup

Present:

Abby Lee	(AL)	Chair
Brett Edwards	(BE)	Trustee (Co-Opted)
Jess Murphy	(JM)	Trustee (Co-Opted)
Molly Leatham	(ML)	Trustee (Co-Opted)
Nikki Edwards	(NE)	Playgroup Manager
Sarah English	(SE)	Trustee

Luke Murphy	(LM)	Member
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Apologies:

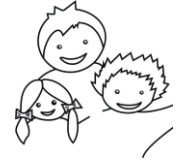
Lucy Dethridge	(LD)	Trustee
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1. Welcome
All were welcomed to the meeting
2. Overview of meeting
BE explained the format of the meeting and where items could not be fully discussed due to the lack of information or specific roles to deliver them on this occasion. Additionally, it was stated that although there were very few external visitors to the meeting, it would be conducted in the same way to ensure good governance
3. Introduction to Trustees
All attending Trustees and Co-Opted Trustees introduced themselves, explaining why they had joined the committee and what they saw as the future of the Playgroup, through their contributions / support within the committee
4. Accounts
Due to LD being unable to attend, the finances could not be discussed but it was confirmed that the Playgroup was in a strong financial position

There were concerns raised about the lack of response from the bank in changing over the signatories but that this was being managed by NE
5. Auditors
It was agreed by all that the current arrangements for accounting would continue and that this would be reviewed in the New Year to ensure that there was sufficient auditing taking place
6. Trustees
It was agreed that the officers would retain their position and that the three Co-Opted Trustees would become full Trustees for a period of one year, until the next AGM, where these positions would resign and re-stand as appropriate

It was also agreed by all that the following responsibilities would be held by the respective Trustee:

- Chair – AL



- Secretary – LD
- Treasurer - JM
- Fundraising – SE and ML
 - SE also explained that grants would be looked into as part of this role

7. Constitution

It was agreed that due to the constitution being signed in 2011, this was due to be revised. BE offered to review this on behalf of the Trustees and come back with an update at the next Committee meeting

8. Managers' Report

NE delivered the Managers report, explaining that while the Playgroup Management had only changed in September, there were already positive changes happening. This report will be available on the website

9. Chairs Report

AL gave an overview of the year covering past performance, current changes and future projects. This report will be available on the website

10. Volunteers

As only one member attended the meeting, this item was not raised

11. AOB

BE and LM discussed the issues with banking to determine if there was any way to force the bank into responding

All discussed fundraising

It was suggested that parents were reminded of the questionnaire in the village newsletter that asked for feedback on the local play areas. NE agreed to take this forward

JM suggested using her parents land for the children and NE was happy to attend in due course to have a look and risk assess if it is suitable

12. Close

Next Meeting

Venue: TBC

Date: TBC

Time: TBC