



Committee Meeting Minutes

Thursday 29th March 2018 7.30pm

1. Apologies for Absence

Present: Adam Gater – Chair
Lucy Pemberton – Secretary
Sarah O'Toole – Manager
Roshni Tamang Mitchell -
committee
Kate Coles – committee

Apologies: Sarah Allen – committee
Helen Gater – Vice Chair
Beth Williams – Staff representative
Teresa Steele – Staff representative

2. Minutes from last meeting

Minutes of the previous committee meeting proposed (by Adam) as true and correct and seconded by Lucy (committee), signed by Adam.

3. Matters arising from last meeting

- I. 50th Anniversary Party – Sun 20th May 2018 12-2pm*
Celebration cake - Cornish Cakery, also Kate has a contact, Sarah Allen's partner can make scones and biscuits, raffle, tombola, entertainer for the kids (Harry Kazam?), photo memory display and photo slideshow on a projector screen. Facebook event, physical posters/invitation – Roshni to do posters and photos maybe. Someone to contact the local press? Memory/guest book.
Lucy email Mrs. McColville cc. Sarah.
- II. Exterior Signage*
Adam thinks that we do not need to apply for planning permission for this as it falls under deemed consent so we can go ahead and get signs made and installed. Might be worth clarifying this to be safe.
- III. Maintenance*
Working party on Tuesday 3rd April – 11am. Sarah to advertise on facebook page. Reseed lawn and a couple of plumbing repairs.

4. Finance Report

See Sarah's report below. Sarah finally has access to the Lloyds bank account. Contingency fund needs to be 3 months running cost. (no idea what this is at present).

5. Pre-school Manager's Report

See Sarah's report below. Vicky will be one afternoon a week for the summer term. In Sept the hours drop and most staff get 16 hours. Approx 20 kids moving up to school in Sept and about 23 remaining in Sept. Carnival – looking for a tractor and trailer for the Old Macdonald theme.

6. Dates for the Diary

Thurs 10th May – organising for the party.
Sun 20th May - 50th Anniversary party
End of term party – 24th July?

7. Any Other Business

Sarah to be invited to beginning of the next PSA meeting to discuss a community minibus.
Wingz – Lucy to contact.

8. Date of Next Meeting

Thursday 14th June – TBC

Meeting finished at 20.59