**LITTLE VILLAGERS OUT OF SCHOOL CARE PROJECT
COMMITTEE MEETING
ACTION NOTE**
**Date - Thursday 28 April 2016**

Present - Drew McLelland (Chair), Graeme Bell, Anita Bainbridge, Nikki Thom, Elaine Daley

Apologies - Elaine Mackie, Lynda Peel, Theresa Dinnes, Rona MacMillan, Jacquie Sutherland

1. **Welcome & Apologies**
 Apologies as stated above

2. **Minutes from previous meeting**

**Resources**–Requirements to be identified.

**Action - NT**

**Online Banking** – C/F

3. **Registration for 2016/2017**

Format agreed. Issue forms week commencing10/05.Closing date to submit forms 31/05.

4. **Co-Ordinators update**

 **Holiday Clubs**
 Holiday 03/05 – Numbers 11 morning / 12 afternoon session.

Holiday 23/05 – Numbers 7 morning / 6 afternoon session. Agreement to open communicate breakfast opening time 7.45am to gauge interest.

**Grants**

Maggie Wills advised to apply for a grant from LVCECA.

**Action - NT**

5. **Treasurer's update

 Costings/Fee rise update** GB advised to backlash received in respect of increase to fees.

Fees to increase next year to cover Pensions/National Living Wage. Staff can opt out of Pension option.

 **Online banking** Due to issues experienced with trying to obtain online banking and credit card,

 GB to consider changing banks.

 **ACTION - GB**

6. **Chair's update

 LVCECA** Plans to refurbish the playground.

7. **Extended Hours**

Agreed to extend breakfast club hours from 7.45am as of 04/06.

8. **Admin Duties Update**

Some duties now shared with NT.

 Action Plan – AB to meet with NT to discuss on 16/05.

 **ACTION – AB/NT**

9. **AOB** Newsletter to be issued.

**ACTION DM**

 **Date of next meeting - 19May 2016 - 7.00pm**