**Minutes :** 29th August 2017

**Present :**

Jodi Conner, Leigh Johnstone, Paula Crichton, Nikki Thom, Jamie Gillis, Graeme Bell, Elaine Daley, Elaine Mackie, Marlene Boyd, Theresa Dinnes, Lisa Christison

**Apologies :**

Laura Melton

**Minutes** from last meeting approved

**Chairperson Update:**

LVCECA(Next meeting 26/09/2017) – JG to attend on behalf of Little villagers

LVCECA Donated £250 to the holiday club, this was well received and LVCECA was thanked for the donation

Process for cancelling/reducing sessions – on review this already states that that parents are to inform the club of any changes by using the form which is supplied in the welcome pack and emailing this to [littlevillagers.nikki@gmail.com](mailto:littlevillagers.nikki@gmail.com) so no updates to the policy was required

**Coordinators update**:

Summer holiday club had a good uptake and were successful

A further £270 was donated by our local councillor, this was well received and the councillor was thanked for the donation

The September Holiday form is up online and available for parents to book their sessions

**Treasurer/Revenues**

Session numbers were discussed, and uptake in sessions were looking good.

This year’s financial records have been passed to our accountant to check ready for the annual review, further info has been requested, this is being processed

Bank Accounts update, JG investigated the options of opening a new account or trying to resolve the issues on the current account.

**Option 1** New account, on reviewing the past experience of the club attempt in trying this and the information required by the banks to open an account, this will be considered if all else fails

**Option 2** Update to existing account, as no committee member has access to the bank account we have to take action by the following process, complete and emergency update form to remove all current access to the accounts, and to add the members as required by the committee. Anyone that does not have a current account with the Royal Bank of Scotland, to fill out a secondary form. These forms were issued to the relevant committee members to be completed and handed into the club at their earliest opportunity.

**AOB:**

It has been raised that comments have been made by parents about the dress and appearance of staff, we would like to remind all parents to refrain from comments that could be taken in offence

A request has been made for staff to advise parents in advance when the club will be performing any activities were the children’s cloths could be damaged or stained

PC requested again for the invoice email address to be set up with an auto forwarded so that any queries can be dealt with quickly, JC / JG to review and advise

The Facebook updates for the Holiday club were well received

Jennifer Healy and Jamuna Sutharshan were welcomed to the committee

**EGM:**

The following elections took place and we are happy to say that all positions were filled:

New Chair – Jamie Gillis

New Secretary – Jennifer Healy

Treasurer Role - Jamuna Sutharshan

The committee would like to thank the following for their assistance on the committee

Theresa Dinnes, who will be remaining on the committee

Graeme Bell, who will be remaining on the committee

Jodi Connor, who will be retiring from the committee once the handover of roles has been completed. The committee would especially like to thank Jodi for stepping in to the breach in the committee’s time of need and taking on the role of Chair and we are sorry to see her leave

**Date of next meeting**:

Monday 25th September 2017 at 7pm