

CYLCH Meithrin Glyn Ceiriog Annual AGM 10<sup>th</sup> March 2022 – 7.30 p.m.

Attendees

LORA SOCKETT

LIZZY WILLIAMS

LAURA SINGLETON

CATHERINE JONES

BETH EVANS

KATARZYNA KUSINSKA

NATALIE ROBERTS

CATHERINE MORRIS – MUDIAD MEITHRIN SUPPORT OFFICER

APOLOGIES – CORINNE MORGAN BETHAN ROBERTS

MEETING

### **1. Cylch Board**

RESIGNATION IN WRITING RECEIVED FROM BETHAN AS TREASURER.

CYLCH NEED TO APPOINT NEW TREASURER AND LIZZY BRIEFLY EXPLAINED WHAT IS REQUIRED AS TREASURER. END OF YEAR ACCOUNTS IS THE MAIN RESPONSIBILITY. ACCOUNTS NEED TO BE SUBMITTED IN JULY.

CORRINE HAD PASSED ON SHE WISHES TO STEP DOWN AS SECRETARY BUT IS HAPPY TO REMAIN A TRUSTEE.

NATALIE MENTIONED SHE IS HAPPY TO TAKE ROLE OF SECRETARY AND ALL AT MEETING VOTED ON THE MATTER.

THERE WAS A DISCUSSION AS TO WHETHER ANY PARENTS ARE ACCOUNTANTS. KATARZYNA SAID SHE WOULD THINK ABOUT TAKING ON ROLE OF TREASURER.

### **2. Ownership of Cabin**

BUILDING – OWNERSHIP OF BUILDING – SCHOOL GIFTED CABIN TO CYLCH – OWNERSHIP NOT LEGALISED DESPITE ORIGINAL DISCUSSIONS TAKING PLACE WITH Council early 2021.

LORA AND NATALIE AGREED TO CHASE AT COUNCIL.

CATHERINE MUDIAD MEITHRIN MENTIONED THERE IS FREE LEGAL ADVICE AVAILABLE TO CYLCH - DAS LAW

CATHERINE MUDIAD MEITHRIN ALSO MENTIONED SOME Cylch's have a business manager. May wish to create role for our Cylch.

### 3. Cylch Staff

Lizzy and Laura both mentioned there have been staffing difficulties over the past 12 months and administrative tasks have taken low priority as a consequence. Staff feel their planning and preparation time is being lost.

Fran has joined the team since December 2021 as a level 2 apprentice.

Amalgamation of two groups – cylch and after school club has taken place over last 12 months. Workload and hours have greatly increased for staff as a consequence.

Contracts of employment and pay needs reviewing. Natalie will look at contracts of employment and pay will need to be reviewed before minimum wage increase (1 April). Will need more trustees at next meeting in order to discuss the same.

Catherine Cylch Meithrin mentioned there are templates for employment contracts and many other useful documents in Llyfr Maws Piws – intranet – lizzy will send access to trustees.

Bill from HMRC – causing staff some concern. Needs to be discussed with treasurer and perhaps external accountant.

AVOW prepares the payroll for cylch.

Additional member of staff may be needed.

### 4. AOB

Carpet in the cabin is unsuitable in cabin. Wish to obtain grant to replace.

Cleaning taking too much time. Discussions at to whether a cleaner could be appointed.

Last year – running at £2000 loss – sounds a lot but moved in to cabin, gained toilets, outdoor area.

Cylch and after school club bank accounts need amalgamating.

**All at meeting agreed investing in staff is the most important thing and would not wish to lose the Cylch provision as parents within the Ceiriog Valley as lucky to benefit from such a provision so close to home.**

Reserves account.

### **Actions**

Update from Council as to lease – NR LS

Update contracts of employment - NR

Beth Evans will speak to Min y Ddol Cylch Meithrin to be Glyn Ceiriog Cylch's mentor - BE

Gather interest as to treasurer post -CYLCH STAFF AND SCHOOL TEACHERS

Ensure board members attend next meeting – ALL

Next meeting 31 March 7.30 p.m.

Points of contact

- Cylch - [cylchmeithringlyn@outlook.com](mailto:cylchmeithringlyn@outlook.com)
- Natalie – [natalieanddownes@hotmail.com](mailto:natalieanddownes@hotmail.com)