

MINUTES

Buzzi Bodies AGM

8 pm, Tuesday, 26 April, 2016 in Crown & Cushion, Great Gransden

Meeting called to order by Louise Cadwallader

1. In Attendance

Louise Cadwallader (Chair); Sarah Bonnett (Secretary); Helen Wilkins; Stephanie Reardon; Faith Bickerdike; Anne Race; Michyla Castle; Jeannette Solari; Wiz Ducker; Jean Rowbotham; Margaret Dearing.

Apologies: Jen Herbert (Co-chair); Dean Sibley (Treasurer); Danielle Noe

2. Approval of Minutes

The minutes from AGM on Tuesday, 31 March, 2015 were noted and approved

3. Chair's Report

Events over the last year

July 2015	Shake Rattle and Roll came and did an end of term music workshop.
	A summer party-bring and share teddy bear's picnic with a hired bouncy castle was held.
October 2015	Shake Rattle and Roll came and did a half termly workshop.
November 2015	New photographer - Geoff Reardon came to Buzzis.
December 2015	Crafty Monkey came and facilitated glazed products sales. Brought them!
	Christmas party held. Bring and share food. Mick Ward was Father Christmas. Children were given gifts/books.
March 2016	Toy clean.
	Easter craft activity featured making Easter baskets and provision of hot cross buns.
April 2016	Toy sort/purge/tidy. New toy order pending approval.
Summer 2016	TBC Shake Rattle and Roll music workshop.

Refreshment volunteers:

Jean Rowbotham and Margaret Dearing continue to be absolute stars in continuing to come along every week and make drinks for us and clear up! We are very lucky and grateful to have them come along. They are also a real laugh.

Thank you also to:-

Jeanette for setting up the group on a Tuesday morning, sometimes with help from Chrissie, and Sarah/Wiz.

Anne for bringing milk every week.

Dean for his treasurer duties.

Sarah for being secretary and doing the rota.

Kyla for taking on craft activities and helping with sorting out toys.

Main issues:

There is a trend of declining numbers attending, nearer to 15. This means that we are barely covering our hall rental costs. We need to address promotion of Buzzis in form of posters, new design and publicising our group more in the surrounding area/villages.

We could also think about fundraising ideas and think about where we would like to spend funds, if and when! Are there also any ideas of visiting groups etc that could be introduced to the group? We (Sarah) are gradually persuading more people to become involved in taking a share in running duties. More people are showing an interest on helping on the rota duties.

We could once again this year look at how to utilise the parachute more for singing and interactive games.

4. Treasurer's Report

CURRENT ACCOUNT BALANCE	£ 972.52
RESERVE ACCOUNT BALANCE	£ 1,006.14

TOTAL	£ 1,978.66
	=====

This is a slight increase of last year's accounts of £1,862.22.

Weekly costs are barely being covered (£28 per week, plus refreshment/craft costs).

20 children are needed to remain comfortable. It varies from 15-20 per week.

No fundraising has been done this year, but there are no significant outgoings apart from Christmas and summer parties. Fundraising events would help to boost Buzzi's bank balance.

Further costs of approximately £350 for a few toys and storage boxes have been spent last summer.

5. Rota – allocation of jobs

Those who have actively participated in the rota over the last year were thanked for their help. This includes: [list of people]. It was noted that a small number of people are shouldering a lot of the work, and we need to widen the group of people who participate if the group is to be feasible going forwards. Faith, Stephanie and Danielle have already volunteered to be on the rota from September, which will help fill the gap when Jeannette and Helen leave once their children start school.

It was agreed that the rota for the next term (from September 2016) should include setting up as well as craft, singing and tidy up.

Action: Sarah Bonnett to include four areas of cover, as well as mention the regular coffee/tea volunteers, and milk contributor.

The rota co-ordinator to walk around the group towards the end of the previous term, asking those attending to volunteer for the following term.

Action: Sarah Bonnett to ask attendees of Buzzi Bodies to volunteer for then forthcoming term

6. Calendar Items

A number of events for the year ahead were discussed which included:

- Photographer – pre-Christmas, and also possibly pre-Father's Day. Ask Geoff Reardon again
- Pottery – pre-Christmas, and possibly pre-Father's Day. Ask Crafty Monkey again, or consider alternative (visiting Camborne Hub?)
- Father Christmas. Ask Mike Ward again.
- Shake Rattle & Roll.
- Music lady (Francesca's Mum? Does Wednesdays in Potton)
- End of term party each term. Teddy Bear picnic for summer term – bring & share
- Entertainer (Miss Hannah?) and/or Sing & Sign (Helen's neighbor?)
- Party activities for end of term parties: pass the parcel; parachute; party bag; musical chairs; music system; Simon Says; Bubble Wands)
- Fire men visiting
- Mum's night out
- Cake sale for fundraising (ask Amanda to contribute)

Action: Follow up with fire department re possible visit – Jean Rowbotham

Action: End of term parties to be planned

Action: Mike Ward to be Father Christmas at end of term party – Jean Rowbotham

Action: Photographer and pottery decorator to be booked for Christmas and pre-Father's Day

7. Fundraising

There was a discussion about a general fundraising even to include an element of charitable fundraising for a charity of choice by Jen & Jane. Various options were discussed including a tea & cake Sunday afternoon in the Reading Rooms.

Action: Sub-committee to be established to check feasibility and plan accordingly – Louise and Anne

There was a more general discussion about tapping into local sources of charitable funding for community projects, including: Gransden Ball; Little Gransden Airshow; Gransden Show; Poorsland Charity

Action: Check with Little Gransden Airshow about funding options

Action: Check with Gransden Show about funding options

Action: Check with Poorsland Charity about funding options – Anne Race

8. Purchase of New Toys

There was an animated discussion about the purchase of new toys. Overall there was lots of support for using the money in the Buzzie Bodies accounts for purchase of new toys. Two criteria discussed were that they would: i) fit in existing storage space; and, ii) include toys to attract new boys to attend.

Specific toys discussed were:

- Play mobile – pirate ship and/or castle
- Lady bugs (possibly ask for contributions via Touchbase)
- Wooden blocks and/or Giant Jenga set
- Dressing up clothes
- Kitchen playthings including utensils such as kettle, pots, pans etc
- Baby toys

Action: Compile a list of toys for purchase – Louise / Cheque to be signed by Treasurer & Secretary – Dean & Sarah

Action: Send Touchbase email asking for specific toy contributions

9. Advertising

It was agreed by all that the current advertising of Buzzie Bodies is not very effective or prevalent. As covered by the Treasurer's report, we need to attract new members and increase numbers, and hence incremental income. There was some discussion as to whether this should be limited to the immediate villages around the Gransdens, or opened up to a bigger group including Cambourne, Bourne, Gamlingay etc.

On balance it was thought that opening to wider group had the benefit of both greater income and also a wider circle of acquaintances for children and carers.

The current advertising includes a set piece in local monthly newsletter, Roundabout, and also some activity on a dedicated Facebook Group (not actively managed) and occasional messages via the local email group, Touchbase.

Action: Review current Facebook Page and develop a new webpage for promotion via Social Media – Stephanie Reardon

[something about posters in local GP Surgeries (including their list of rural groups); local village post boards, Local Churches, Little Gransden Village Hall noticeboard; Lighthouse Café; other toddler groups (eg Abbotsley Tots); local papers etc]

Action: Update advert in Roundabout

10.A: AOB - Layout

There was some discussion about whether or not the layout of the room for Buzzi Bodies should be changed. In particular, to ensure that babies who were not yet able to walk/crawl were safe from older children running around. Also to make the craft table/activity more central to the group.

Action: Reconfigure the set-up of Buzzi Bodies

Action: Purchase new baby sectioning pieces – Louise

10.B: AOB – Safeguarding Policies

It was unclear to those present at the meeting on the charitable status of Buzzi Bodies and hence the responsibilities with regard to formal safeguarding procedures. Whilst it might not be expected given the status of the Group, it was agreed that it would be sensible to ensure that there was a clear safeguarding policy and that everyone who attended the group had signed a document to indicate that they took full responsibility for the children that they brought to the Group.

Action: Develop wording for signatures – Stephanie Reardon / Walk around group to ask all to sign up – Sarah Bonnett

Action: Develop wording for inclusion on the weekly sign-in sheet – Stephanie Reardon

10.C: AOB - Fire Drill

Following up from notes of previous AGM, a fire drill was previously suggested.

Action: Contact local fire station – Jean Rowbotham

10.D AOB - Other

Action: Supply cards for birthdays and leavers – Helen Wilkins

Action: Birthday book to be updated – Sarah Bonnett to include in rota/safeguarding policy updates

Action: Explore use of parachute during sessions as per suggestion in Chair's report

Next Meeting

April 2017