

**PAINSWICK PLAYGROUP**  
**Minutes of Committee Meeting held on Tuesday 27<sup>th</sup> February 2018**  
**at 7.30pm at Playgroup**

Present: Sharron Andrews, Kirsten Smith, Lizzie Bennet, Susie Andrews, Marisa Vaughan, Sam Cooke, Lisa Wanaby, Carly Lloyd-Jones, Chloe McCarthy, Alison Smith, Sarah Leaver.

Apologies: Sarah Taylor, Liz Hughes, Tiar Darrock- Fuller.

**1 DBS Checks**

- Update on who is still to do DBS and EY2 forms also need to be completed. **ACTION:** CLJ to send link and information to all committee members on the EY2 forms.

**2 Risk Assessments**

- Next term risk assessments are due to be completed, these need to be done by two members of the committee. **ACTION:** Carly and Chloe to do the next term assessments.

**3 Finance Update**

- Bookers account all set up. **ACTION:** Lisa to set up payment with Sharron for Tapestry.

**4 Insurance Renewals**

- Lisa has completed public liability. **ACTION:** Lisa will sort insurance for property in June.

**5 AOB**

- Marisa has given playgroup a phone number for a handy man to fix the garden fence.
- Garden has now been cleared
- Susie's shed is too small, we still need to replace shed for the storage of bikes. **ACTION:** Marisa to ask on facebook if anyone could donate/are getting rid of large shed.
- Playgroup asked for sleepmats, committee agreed this was a good idea. **ACTION:** playgroup to order these.
- Tree in playground needs looking at. **ACTION:** Kirsten to ask school if we can get someone in to cut the tree. Chloe is going to ask Laura Drake if she can do this.
- Anne-Marie Randall needs to be booked for leavers photos. **ACTION:** Playgroup to book.
- Glazing all done. **ACTION:** CLJ to check whether the front door should have been done, as all windows were done.

**6 Next Committee Meeting and date**

Tuesday 24<sup>th</sup> April 7:30pm