**Derbyshire Toy Libraries**

**Annual General Meeting**

**Chair Approved Minutes of Meeting**

**held on 23rd March 2023 at 6.30 pm at The Strutts Centre.**

| **Present:** | Meeting Chair | Rehana Reid |
| --- | --- | --- |
| Secretary | Elizabeth Brierton |
| Treasurer | Anna Field |
| Founder | Ann-Marie McMillan |
| Trustee | Elizabeth Parker |
| C&C Coordinator | Lyndsey Willis |
| **Apologies:** | Trustee | Cassie Ensor |
| Trustee | Yvette Holdsworth |
| Trustee | Beth Coley (voted by proxy) |



| **Agenda Item 1** | | |
| --- | --- | --- |
| Agenda Topic | | To RESOLVE the approval of the AGM 2022 Minutes and discuss matters arising |
| Discussion | | Resolved, that the minutes provided in advance of the meeting are hereby unanimously approved. |
| **Agenda Topic 2** | | |
| Agenda Topic | | To REAPPOINT Ann-Marie McMillan and Anna Field as BOOKKEEPER until the next AGM |
| Discussion | | A.Field proposed Ann-Marie McMilland and this was seconded by E.Parker.  E.Parker proposed Anna Field and this was seconded by R.Reid.  Resolved, A.McMillan and A.Field reappointed as Bookkeeper. |
| **Agenda Topic 3** | | |
| Agenda Topic | | To REAPPOINT Vicky Newey as AUDITOR until the next AGM |
| Discussion | | A.Field proposed and this was seconded by R.Reid.  Resolved, V.Newey reappointed at Auditor. |
| **Agenda Topic 4** | | |
| Agenda Topic | | To RECEIVE the Financial Accounts for the Year ending AUGUST 2022 |
| Discussion | | A.Field directed the Committee to the financial accounts that had been provided in advance of the meeting and had been signed off by the external auditor. The accounts were duly received by the Committee.  Discussion held about ways to grow income from stay & play sessions. The session at Grassmoor will begin after Easter and it was noted that these sessions are part-subsidised by the parish council. Trustees considered increasing session rates which are roughly half that charged by commercial organisations but felt with the rising cost of living this was not appropriate for now.  Further discussion about ways to increase attendance number, particularly at Crich which is struggling to attract a sustainable number of attendees; is it a legacy of Covid that families use services like Stay & Play less? Suggestion to try introducing (pre-bought/packaged) snacks. DIscussed ways of reaching families in Crich and surrounding areas. Leaflet drop before Christmas didn’t generate any interest. Look at placing an advert in Crich Standard.  Discussion about having a formal email signature on the DTL email account. Resolved, that Phoebe McMillan can be paid for a couple of hours to do this. |
| Actions | | 1. A.McMillan & L.Willis to reintroduce snacks at Stay & Play sessions. 2. A.McMillan to produce an advert for Crich Standard. 3. A.McMillan to liaise with P.McMillan to design email signature. |
| **Agenda Topic 5** | | |
| Agenda Topic | | To RECEIVE Annual Trustee’s Report |
| Discussion | | Trustees received the Annual Trustee Report. Feedback was positive for this first edition. Trustees felt the document to be useful for recording the impact (outcomes) of Toy Library activities and future plans, for a cross-section of potential recipients; funders, local influencers, volunteers etc.  The Trustees agreed that a number of printed copies would be useful to hand out but it wasn’t necessary to produce a high-spec glossy document. Normal printing and presentation in a folder would be adequate.  For next year's report; ask children at Stay & Play sessions to draw pictures and include more case studies with photographs. |
| Actions | | 1. All Trustees to have involvement in producing next year's report. 2. A.McMillan to coordinate the collation of case studies/evidence of activities for inclusion in the report. |
| **Agenda Topic 6.1** | | |
| Agenda Topic | | To RESOLVE by resolution the APPOINTMENT of Committee Trustee Members  Rehana Reid - REELECTION - Chair - 27th June 2018 |
| Discussion | | A.Field proposed and this was seconded by E.Parker.  Resolved, R.Reid re elected as Chair. |
| **Agenda Topic 6.2** | | |
| Agenda Topic | | To RESOLVE by resolution the APPOINTMENT of Committee Trustee Members  Anna Field - REELECTION - Treasurer - 12th September 2022 |
| Discussion | | R.Reid proposed and this was seconded by E.Parker.  Resolved, A.Field re elected as Treasurer. |
| **Agenda Topic 6.3** | | |
| Agenda Topic | | To RESOLVE by resolution the APPOINTMENT of Committee Trustee Members  Cassie Ensor - REELECTION - Trustee - 12th September 2022 |
| Discussion | | R.Reid proposed and this was seconded by A.Field.  Resolved, C.Ensor re elected as Trustee. |
| **Agenda Topic 6.4** | | |
| Agenda Topic | | To RESOLVE by resolution the APPOINTMENT of Committee Trustee Members  Yvette Holdsworth - REELECTION - Trustee - 8th February 2021 |
| Discussion | | A.Field proposed and this was seconded by E.Parker.  Resolved, Y.Holdsworth re elected as Trustee. |
| **Agenda Topic 6.5** | | |
| Agenda Topic | | To RESOLVE by resolution the APPOINTMENT of Committee Trustee Members  Elizabeth Parker - REELECTION - Trustee - 13th March 2014 |
| Discussion | | A.Field proposed and this was seconded by R.Reid.  Resolved, E.Parker re elected as Trustee. |
| **Agenda Topic 6.6** | | |
| Agenda Topic | | To RESOLVE by resolution the APPOINTMENT of Committee Trustee Members  Bethany Colley - REELECTION - Trustee - 1st September 2019 |
| Discussion | | R. Reid proposed and A.Field seconded.  Resolved, B.Colley re elected as Trustee. |
| **Agenda Topic 7.1** | | |
| Agenda Topic | | To RESOLVE by resolution the RESIGNATIONS of Committee Trustee Members  Lavinia Smith - RESIGNATION - Trustee - 13th March 2014 |
| Discussion | | A.Field proposed and this was seconded by R.Reid.  Resolved, L.Smith resigned as Trustee. |
| **Agenda Topic 7.2** | | |
| Agenda Topic | | To RESOLVE by resolution the RESIGNATIONS of Committee Trustee Members  Kirstie Measures - RESIGNATION - Trustee - 12th September 2022 |
| Discussion | | A.Field proposed and this was seconded by R.Reid.  Resolved, K.Measures resigned as Trustee. |
| **Agenda Topic 7.3** | | |
| Agenda Topic | | To RESOLVE by resolution the RESIGNATIONS of Committee Trustee Members  Elizabeth Brierton - RESIGNATION - Secretary - 12th September 2022 |
| Discussion | | A.Field proposed and this was seconded by R.Reid.  Resolved, E.Brierton resigned as Secretary. |
| **Agenda Topic 7.4** | | |
| Agenda Topic | | To RESOLVE by resolution the RESIGNATIONS of Committee Trustee Members  Karolyn StMartin - RESIGNATION - Trustee - 8th February 2021 |
| Discussion | | A.Field proposed and this was seconded by R.Reid.  Resolved, K.StMartin resigned as Trustee. |
| Actions | | 1. E.Brierton to submit the advert for Trustees and Secretary to The Fore who email their network regularly, publish on Toy Library website and submit advert to AVCVS, Getting on Board website, to publish. 2. A.McMillan to publish advert on social media |
| **Agenda Topic 8** | | |
| Agenda Topic | | To RESOLVE by resolution the process for appointment to Trustee Committee. |
| Discussion | | No applications to join the Committee were received. |
| **Agenda Topic 9** | | |
| Agenda Topic | | To RESOLVE the approval of the revised governing document, the CONSTITUTION |
| Discussion | | A.Field directed Trustees to the Constitution which had previously been circulated. The Trustees resolved approval to adopt the new constitution.  The regulated changes (part 1 of the constitution) have been submitted to the Charity Commision for their approval. Their decision is awaited.  If/when approval granted, the admin changes to the constitution (part 2) will also need to be submitted to the Charity Commission - for information. |
| Actions | | 1. Once the Charity Commission decision is received report E.Brierton to report back to Committee if declined. If changes accepted by the Commission proceed with approval of entire document then publish on DTL website. |
| **Agenda Topic 10.1** | | |
| Agenda Topic | | To RESOLVE the approval of the Policy Documents.  Privacy Policy [Paper: DTL-AGM-23-01/D/04] |
| Discussion | | Resolved that the Privacy Policy is adopted by the Committee. |
| **Agenda Topic 10.2** | | |
| Agenda Topic | | To RESOLVE the approval of the Policy Documents.  Health and Safety [Paper: DTL-AGM-23-01/D/05] |
| Discussion | | Resolved that the Privacy Policy is adopted by the Committee. |
| **Agenda Topic 10.3** | | |
| Agenda Topic | | To RESOLVE the approval of the Policy Documents.  Complaints Policy [Paper: DTL-AGM-23-01/D/06] |
| Discussion | | Resolved that the Privacy Policy is adopted by the Committee. |
| Actions | | 1. E.Brierton to update the approval and review dates of all 3 policies (in the document footer) and publish on the website. |
| **Agenda Topic 11** | | |
| Agenda Topic | | To RECEIVE updates on Core Activities |
| Discussion | | **Virtual Auctions**  February’s virtual auction raised just over £600.  **Click & Collect**  Quiet during the week but weekends busy with party hire.  L.Wilis is going to contact members who haven’t hired in a while, offer an incentive of buy one get one free.  **Stay & Play**  Sessions; Crich is quiet, Belper consistent and Kilburn has good numbers.  The multiples session runs on the 2nd Saturday of the month, well attended. Trustees resolved the requirement to pre-book. We will be having a post-implementation review of the multiples sessions in coming weeks to document the procedures involved with running the session, make any necessary amendments. Noted that there isn’t a trained first aider at the multiples session. E.Brierton reported that she was in the process of arranging Paediatric First Aid training course through The Red Cross. Trustees, volunteers and DTL members to be invited. The sessions are free of charge but ask attendees for a donation to cover the cost of room hire.  **Outreach**  Enquiry received Lons Primary School about running a Stay & Play session in the school. A.McMillan having a meeting next week to discuss.  Enquiry from St John’s School about running a ‘playzone’ at their School Fete. Trustees resolved that a reply should be sent that they can hire toys for the event but DTL hasn’t capacity to facilitate it.  Enquiry received from National Trust about attending the Sudbury events that run on Fridays. Reply and ask if they can fund the session / get funding. Discussion about taking the card machine to the event so that members can sign up to being a member on the day. |
| Actions | | 1. A.McMillan and E.Brierton to meet with multiples volunteers for a review. 2. A.McMillan to give E.Brierton the contact details for the new volunteer at the multiples session. 3. E.Brierton to arrange Red Cross First Aid course. 4. Trustees to attend. 5. A.McMillan to report back to Trustees after meeting with Lons Primary School. 6. A.McMIllan to reply to St John’s School. 7. A.McMillan to report back to Trustees after enquiring if National Trust can fund Sudbury event. |
| **Agenda Topic 12** | | |
| Agenda Topic | | To RECEIVE updates on Administrative Matters |
| Discussion | | **DTL Electronic Filing**  A.McMillan reported that E.Brierton had completed amalgamating electronic files into a newly designed folder structure on Google Drive. Permissions are as before, Trustees were asked to let A.McMillan know if they had any problems accessing folders they needed. It was noted that in the Finance folders there are numerous duplicate spreadsheets. A.Field reported that she would be identifying and deleting duplicates and creating a folder structure in this area.  **Printer at The Glebe**  A.McMillan reported that DTL had been using the Multi-Function Device (MFD) at The Glebe (Crich) for scanning, printing and photocopying, with the joint-agreement of St Mary’s PPC and The Glebe. St Mary’s Treasurer has submitted a request for payment for this quarter, to a value of £69.83. £17.28 being for copies produced and £40.91 for DTL’s contribution towards the quarterly rental. The Committee discussed the cost of using the Glebe MFD and that the charges don’t reflect the individual's time to visit the centre and make the copies. Alternatives such as printing on home-devices were discussed as discounted due to a) cost of ink, paper and wear and time of the machine and b) time to print. Resolved,   1. that A.McMillan would discuss rates with 45 degrees printers in Belper who DTL have used previously and whether by using a lower-grade of paper the cost could be reduced. 2. that DTL would pay the quarterly bill to St Mary’s for historic use of the MFD but to note that the figures did not match the manual record of copy figures that had been kept by DTL. 3. that in line with DTL’s environmental aims including to reduce use of paper, we will no longer use the MFD at The Glebe.   **Strategy Meeting**  E.Brierton advised Trustees that she, A.McMillan and Y.Holdsworth are meeting next week to begin planning work on developing a strategy for the Toy Library.  **Lots for Tots Show**  A.McMillan reported that DTL have been offered a stand (£30 + VAT) at this event on the 4th November in Derby. Resolved, that DTL would attend the event and that a QR code be generated to give event attendees a discount code for DTL activities.  **Feedback on application to The Fore**  E.Brierton reported that DTL had been successful in getting to the second round of The Fore funding but hadn’t made it further. Feedback session with the consultant had taken place that day and the call has been videoed and will be circulated. In summary the consultant advised that of the 60 applicants he assessed he could only take 2 forwards and our application whilst strong, clear and well set out made a less compelling case that The Fore Funding would have a transformational impact than the other 2 organisations. The budget was good and tied to transformation but the assessor did flag that high surplus could look like it is being used to build reserves, which is something to consider for future bids. DTL are encourage to reapply in the next round and to focus on impact and organisational ambitions. Whilst unsuccessful in getting the monetary funding, the Consultant has put DTL forwards for pro-bono support from their professional network which will help enormously with the strategy work. Resolved, that DTL submit to The Fore in the next-but-one call, giving time for the strategy work to be undertaken. |
| Actions | | 1. A.Field to remove duplicate files and create a folder structure in the Finance area of Google Drive. 2. A.McMillan to ask 45 degrees if they could use a lower-grade of paper to reduce printing costs for DTL. 3. A.McMIllan to pay St Mary’s for use of the MFD and advise that DTL will no longer use the device. 4. A.McMillan, E.Brierton and Y.Holdsworth to report back on progress with developing an organisational strategy at the next meeting. 5. E.Brierton to assist A.McMillan with generating QR code for Lots for Tots Show. 6. A.McMillan to arrange DTL attendance at Lots for Tots Show. |
| **Agenda Topic 13** | | |
| Agenda Topic | | Any other Business |
| Discussion | | None raised. |

| **Date of next meeting** | | |
| --- | --- | --- |
| Discussion | | Resolved, that the **Special General Meeting** will be held on Thursday 25th May at 6.30 pm at The Tavern, Derby Road, Belper. |