

# Secretary's report for AGM 2016/17 on 01/03/18

## INTRODUCTION

I am reporting on the period 1<sup>st</sup> Oct 2016-30<sup>th</sup> Sept 2017. We believe our role is to manage the Community Centre and Little Voyagers in an open, honest and transparent manner. We take our responsibility to manage the finances very seriously and have stringent monitoring systems in place. We can account for every cent in income and expenditure. We do our best to be good employers and to look after our staff well.

As you know the members of the board are all volunteers. As a board we all get on well and bring different talents to the table. We work well as a group which means we are happy to continue doing this. We would happily welcome new members to the board as new blood is good and we can't continue forever.

Before I outline what happened in the reporting period I wish to thank our staff team for their on-going support which has allowed us to improve the Centre and the services we provide to the Community. I'd like to thank our Centre Manager Pat Murphy and his team for all their hard work in keeping the Centre looking well and providing a good service in our DIY, gym and laundry. I'd also like to thank our childcare Tara O'Halloran Quirke and her team for helping to build and expand Little Voyagers.

## VOLUNTEERS

On behalf of the board I must acknowledge the support we receive from those who have volunteered their time and talents to the Centre to run events such as the tea dances and our weekly bingo. It would be very difficult to run these events without their help. Thank you very much to those individuals, we really do appreciate your assistance. A special thanks must go to Grainne Kavanagh for her work for many years in brightening up the village at Christmas.

## LITTLE VOYAGERS

Our childcare service has been doing well and demand for places is growing. I believe this is due to our good reputation, the credit for which goes to the childcare team.

**Renovations to pre-school:** Our biggest project for the reporting period was the renovation to the crèche which was carried out in the summer of 2017. This was done to facilitate the increased demand for places. We expanded the crèche and increased the capacity of the sleep room. The additional space for this came from the space occupied by the toilets and store room. As a result we created a new toilet area.

**Significant staff changes:** During 2016/2017 we had a baby boom amongst our staff with 4 babies born. 3 of these babies were born to our management team. This as well as another staff member being out sick for a long period meant significant challenges for the childcare staff with a lot of new

people joining the team. I wish to thank the acting childcare manager Ann Walsh for keeping the ship afloat.

**Breakfast Club:** In September 2017 we set up a breakfast club. This has proved to be a great success. A bus collects the children from the Centre and drops them to school.

**ASC:** The numbers in our ASC have increased greatly. The bus service introduced in the last reporting year to collect the children at 2.10 & 3.10 from Ardfert National School is working well.

**Santa's Grotto:** For the last number of Christmases Santa's Grotto has run in conjunction with the Christmas market. This has proved to be successful so we anticipate that we will continue with this arrangement. A huge amount of work goes into this event and great credit is due to the staff of Little Voyagers.

**Halloween Disco:** For years now the staff of Little Voyagers has run a disco and party at Halloween. The staff volunteer their time and all income raised is put back into the service.

### **IMPROVEMENTS IN CENTRE and elsewhere 2016/2017**

**Bins & recycling:** In Oct 2016 we sought to improve our rate of recycling. We labelled the bins clearly and asked the service users to support our effort. This initiative proved to be quite successful.

**Designated smoking area:** A staff smoking area was assigned at the back of the building in Feb 2017.

**Upgrade of equipment:** We received a grant of €1000 in Nov 2016 from the Community Support Fund. We used this grant to upgrade some of the equipment within the Centre.

**New trailer:** A new trailer was bought in May 2017 with a €600 grant from KCC community support fund.

**Wiring of the Fair Green:** In June 2016 we started the work of extending the wiring in the Fair Green so that power is now available the full length of the green. This has meant the lights on the trees at Christmas are brighter and power is available for any events run in the Green. Hilary will talk later about other plans for the Fair Green.

### **SENIORS**

Ardfert/Kilmoyley Senior Citizens Group continues to meet every Tuesday in the Community Centre and is open to all and happy to see new people join. The numbers attending have increased and we are very happy to see more men joining. The food provided by the chef Joe Dalton is of a very high standard. Great credit is due to the seniors' committee who give of their time so generously.

In July 2017 we lost Nancy Lenihan. Nancy was a member of the Seniors' Committee for many years and she is greatly missed.

**Coffee morning:** We run an annual coffee morning and all proceeds go to the Palliative Care Unit in Tralee in memory of Hellen O'Connor Roche. This will take place in the coming weeks.

Thank you for your attention.

I'll now hand you over to Hilary for an update on progress of the Fair Green subcommittee.

Barbara O'Grady  
Secretary  
Ardfert Community Council CLG