

## **Annual General Meeting 2025**

**The Annual General Meeting of Cylch Meithrin Tre Ficer was held on Wednesday 22<sup>nd</sup> January 2026 at 7pm in the Cylch Meithrin Tre Ficer.**

**In attendance:** Catherine Hughes, Carol Dyer, Angharad, Rhian Jones, Sarah Rees, Louise Blofield, Claire Price, Janet Williams, Marian Morgan.

**Online:** Edward Davies, Emma Rees, Gwenno Price, Katie Price

**Parents in attendance:** Holly

**Parents online:** Rose

### 1. Welcome from the Chair:

Catherine Hughes welcomed everyone to the AGM Cylch Meithrin Tre Ficer.

### 2. Apologies:

Apologies have been received from Handel Davies.

### 3. Minutes of the last meeting:

Secretary Rhian Jones read out the minutes from the last Annual General Meeting held on 22<sup>nd</sup> January 2025.

### 4. Matters arising of the last AGM minutes:

Catherine thanked Rhian Jones for reading out the minutes from the last AGM meeting. Minutes proposed as correct by Angharad and Holly.

Since the last AGM:

Catherine Hughes became Chair.

Angharad became vice Chair.

Both Chair and Vice chair became Trustees.

## **Staffing**

Emma Rees now employed on Thursday and Friday at the Cylch Meithrin. Marian is now able to work from home on a Thursday to do the accounts and bills.

Leane is employed Monday, Tuesday and Wednesday

## **Fees**

The hourly rate has been reviewed and the hourly rate is now £5

## 5. Correspondence

No correspondence raised by Catherine or anyone present at the AGM. It was agreed that correspondence comes in throughout the year and therefore there are none that require rising at the AGM.

## 6. Leaders report

Catherine has spoken to Louise who has asked Catherine to kindly say a few words as the accounts go up to April 2025. Catherine began by thanking Katie for taking on the leaders role. Katie left the role in October 2025 to go on Maternity leave. Menna Louise was born and she is looking very content during the AGM.

Katie and staff applied for various grants again, and throughout the year the Cylch Meithrin have taken the children on trips to Sgiliau Play Centre and the local Garden Centre. Staff have also helped children take part at the Llandovery Sheep Festival and the Llandovery Carnival.

The garden has been upgraded, including artificial grass and there is wild area. These have been upgraded with some of these grants. A climbing frame was purchased. The CIW did ask about this but as Katie purchased a portable climbing area which can be moved; this prevented the need for planning permission. This has been a big hit with the children; they all liked it. The 'bug hotel' was also purchased.

Catherine thanked all the staff for their dedication and hard work, with appreciation it has been a difficult year with a lot of change in staffing. It has been a difficult year to work through.

Louise wanted to thank Catherine, Katie, staff and parents for supporting and helping her through her time here. Lousie is grateful for this opportunity and is looking forward to the rest of her time at Cylch Meithrin.

## 7. Treasurers report

Marian reported the balance sheet for the Meithrin 01.04.2024-31.03.2025 which have once again kindly been audited by Heather Powell, with an agreement the accounts are correct.

The balance on 01.04.2024, at the start of the year: £38,078.16

Income: £91,235.64

Total balance = £129,313.80

Expenditure: £86,837.97

Balance after expenditure on 31.03.2025: £42,475.83

The balance at the end of this year has increased by: £4397.67

Catherine thanked Marian and Heather for all of their hard work. All present at the AGM were happy with balance sheet provided and the increase at the end of the year.

#### 8. Selection of officers

Catherine starts by asking if there are any proposals for the chair position. Angharad waws asked if she would like to become Chair however she would like to remain as Vice chair

Chair – Cath Hughes agreed one more year – Proposed by Rhian and seconded by Holly

Vise chair – Angharad happy to stay as vice chair - seconded by Marian

Secretary – Rhian Jones and Sarah Rees – seconded by Carol

Treasurer – Marian Morgan – seconded by Janet

#### 9. Nomination of Trustees

Nomination of trustees – At the moment it is Carol Dyer, Handel Davies and Edward Davies. We will need to ask if Handel Davies is happy to continue. From the committee, Cath Hughes and Angharad. Rhian jones has proposed this stays the same. Seconded by various members of the meeting.

Responsible Person – We will need to ask if Noel Jones is happy continue to act as the Responsible Person. If he is not, we will need to inform the CIW.

#### 10. Fundraising events

Publicity events have not been done for a few years as the funds have been in a relatively good place. The Cylch is at its full to capacity.

At the moment, we take part in public events such as the Llandoverly Carnival and Llandoverly Sheep Festival therefore everyone knows about the Cylch Meithrin. Rhian discussed how the Clych Meithrin take part in the School Fete, people who have siblings will possibly learn about the Cylch Meithrin there. There is also a Cylch Meithrin Facebook page. As we are in a good place at the moment, we do not need to worry about it too much.

The Cylch Meithrin has taken part in 'Children in need' this year. The children were to dress up or wear their pyjamas but were not charged to take part.

Catherine mentioned how Christmas boxes for the Ukrainian Appeal has been done in previous years.

Katie has organised a donation to the food bank which is still ongoing. We should aim to advertise this again via the Whatapp group

#### 11. Any other business

Catherine asked if anyone has any business to raise.

Catherine has a couple of points she would like to raise.

**Tre Ficer email account:** Rose Jones Educational Support Adviser came out and has had a couple of meetings about this matter. In Carmarthenshire the leader and responsible individual are the only individuals who have the right to open the Clych Meithrin emails. Cath felt it was not suitable as she would be doing this from home which she never was required to do when she was a leader and does not feel it would be appropriate to start now. If the leader is ill or on courses, you need a member of staff on the premises to see the email. Rose has been made aware the duty of the deputy is to step up when the leader is not on the premises, which includes checking the Tre Ficer email account. Marian went on to explain she is happy to step down and not look at the emails. Rhian provided a valid discussion that if emails were not look at on the day the leader is not on the premises an important email such as an urgent safeguarding issue could be missed.

Claire mentioned when Louise is not present, Marian steps up to help.

Carol Dyer has asked for us to use the name 'leader' and 'deputy leader'. It was agreed by the committee and trustees at the AGM that both the leader and deputy leader has access to the Tre Ficer email account. If there is anything personal needing to be emailed to the leader this should be sent to the leader's private account. All members of staff have an email/hwb/teams accounts.

Louise explained she has asked Marian to look at her work and look at emails as she is still new and learning, Marian has given much support in her time.

**Behaviour policy:** Catherine expressed how behaviour has been a massive issue for a long time, but the behaviour is getting worse with staff being hit, kicked and children are laughing at them which is not acceptable. Children are asked to tidy up, and they are laughing at staff and saying 'no'. Flying start and local authority said its children's choice, you need to ignore the behaviour and not to use the time out chair as this isolates them and alternatively staff should be talking to the children about it. It is felt this approach is not working effectively. It is getting to a level where staff are going home upset and unsure what to do. Angharad expressed this does not prepare them for school. Edward when on to explain you must have rules/disciplines and if children do not have boundaries at home, they need to have boundaries somewhere. Holly shared how children want boundaries and they rely on them.

It was discussed by Edward how the Teddy Coch was previously used in School however this approach made children disappointed. If no boundaries at home, they need them in school. Red, yellow and green faces are now shown to the child on a lanyard rather than displaying the teddy, so that other children do not see it and children are not shamed.

Janet expressed the difficulty she has experienced at the Cylch Meithrin today which led to her going home in tears today as children were running around, not listening to staff when being asked to 'please stop running'/'please come down' in a nice manor. This led to two children getting injuries to the head. Children are not listening and toys are everywhere which is a health

and safety risk to the children. If children's creations are becoming a hazard in the room, Rhian suggested asking the child if they are planning on going back to play with it and if they are to give them (for example) another 10 minutes to go back to it but if they do not go back it can be cleared away to maintain both staff and child safety.

Catherine explained she is a firm believer the children should be sat down to discuss the events as it gives the children a chance to focus on what's being discussed.

Suggestions made to improve child behaviour and safety:

Amser Cylch - Claire misses Amser Cylch and asked if School still do this. Claire feels children need this time to talk as a group and Angharad has noticed her child is singing less after amser cylch has stopped. Staff feel children are calm when they have amser cylch and no longer have time to sit down apart from when they have lunch and snack time. Cylch Meithrin stopped this as they were advised to stop as children should choose what activity they would like to take part in. Marian feels the Welsh language came on a lot more when singing or reading books at amser Cylch. Despite being told to read in different corners staff notice the children do not join in like they used to. Angharad suggested Amser Cylch should be re started until half term and see if there is a noticed improvement in the children's behaviour. Despite the new curriculum wanting children to learn through play and not to be disturbed straight as they come through the door for amser cylch, if staff feel this is going to improve children's behaviour and safety, then staff should be able to implement the Amser Cylch to meet the current children's needs. Following detailed discussion, it was agreed amser cylch would be re started with immediate effect to improve the Welsh language by discussing the weather, days of the week, what children have been doing,

Jigsaw - School has a programme called 'Jigsaw' and Edward says children love this as the children are a part of the agreement and expectations provided for the room. Children learn to wait their turn to speak and listen to others. Now and again carpet time is used to allow children to re-focus as it is up to your discretion at that time what you feel will work for your current children.

Rhian explained how Jigsaw moves away from words such as 'no' or 'don't', Jigsaw encourages words like 'keep your feet on the floor', 'let's clean up' which will not be seen as rules by the children and seen as more positive reinforcement.

#### Timer

A timer was suggested to be used with a song while children tidy up and once the song finished the cleaning would finish. If it is a Welsh song they were learning Welsh and singing at the same time.

#### Signs

It was agreed some signs can go up including 'inside for walking, outside for running' to help staff improve child safety.

Edward has some business he wanted to discuss.

**Manual handling:** Flying start state it is mandatory to have manual handling training. Edward suggested if staff have not done manual handling he will try and get Cylch Meithrin staff to

attend 'Team Teach' on the inset day on 23<sup>rd</sup> February if space allows. There is a maximum of 12 staff able to attend. It will teach staff six different ways to handle a child running towards you safely. There are 6 members of Cylch Meithrin staff needing this training. Emma has already received this training therefore mentioned she would not need to attend.

Claire has asked Edward if the school has any other courses on an inset day that is appropriate to the Cylch Meithrin staff, she would appreciate if they could also attend.

**Water and gas bill:** Water bill has doubled. A water meter can be applied for the Meithrin but this will likely cost the Meithrin more. Gas has also gone up which is already on a meter.

The cost will go up by £200 a year for water and £100 a year for gas which has been agreed.

Edward took time to thank the Meithrin as the car park is working much better and is safe for the children. The number of children going over to Ysgol Rhys Pritchard is good at lunchtime. Edward has noticed the children are transitioning well into school and over all wanted to say thank you to the staff.

Staff Christmas dinner was funded last year and will be repeated this year.

Catherine closed the meeting at 20.27pm, Thanking the committee, parents and staff for attending.



**FFURFLEN INCWM A GWARIANT / INCOME AND EXPENDITURE SHEET**

	UNION / EXACT	UNION / EXACT	UNION / EXACT
INCWM / INCOME	BLWYDDYN / YEAR 01.04.2022-31.03.2023	BLWYDDYN / YEAR 01.04.2023-31.03.2024	BLWYDDYN / YEAR 01.04.2024-31.03.2025
Grant Mudiad Meithrin Grant	—	—	—
Grant Arian Plant 3 oed / 3yr old Education Funding Grant	£ 19133-75	£ 29787-50	£ 22520-00
Grant Cynladwyedd / Sustainability Grant	£ 757-57	£ 923-07	—
Grant Dechrau'n Deg / Flying Start Grant	—	£ 5150-80	£ 25673-60
Grantiau Eraill / Other Grants	£ 12531-32	£ 9295-17	£ 17323-95
Incwm Hyfforddi ac Incwm Cynllun Cyfeirio / Training In- come & Referral Scheme Income	£ 189-31	£ 1208-72	£ 1069-48
Ffioedd Plant / Children's Fees	£ 11776-50	£ 24211-00	£ 22064-00
Codi Arian / Fundraising	£ 325-60	£ 36-70	—
Rhoddion ag Eraill/ Donations & Sundries	£ 8468-49	£ 2611-17	£ 2584-61
Cyfanswm Incwm / Income Total <b>A</b>	£ 53182-54	£ 73224-13	£ 91235-64
<b>Gwariant / Expenditure</b>	BLWYDDYN / YEAR 01.04.2022-01.03.2023	BLWYDDYN / YEAR 01.04.2023-31.03.2024	BLWYDDYN / YEAR 01.04.2024 -31.03.2025
Cyflogau a Costau TWE/ Salaries and PAYE costs	£ 34442-68	£ 53494-67	£ 60448-62
Costau Rhent, Gwres ayyb / Rent & Heating Costs etc	£ 2332-69	£ 3830-12	£ 3960-48
Ffioedd Cofrestru / Registration Fees	£ 125-00	£ 125-00	£ 150-00
Offer, Nwyddau ag Adnoddau / Equipment Materials & Resources	£ 5181-93	£ 4839-37	£ 8933-76
Costau Bwyd a Diod / Food & Drink Costs	£ 791-47	£ 1189-14	£ 1200-20
Codi Arian/Marchnata / Fund-raising/Marketing	£ 125-38	—	—
Eraill (e.e. hyfforddiant) / Other (e.g. training)	£ 944-33	£ 5799-44	£ 12144-91
Cyfanswm Gwariant / Expenditure Total <b>B</b>	£ 43943-48	£ 69277-74	£ 86837-97
Gweddill (diffyg) am y flwyddyn = A - B Surplus (deficit) for the year <b>C</b>	£ 9239-06	£ 3946-39	£ 4397-67
Arian a'r ddechrau'r flwyddyn (dylid cynnwys cyfanswm pob Cyfrif banc) / Cash at year start (this should include the totals of all bank accounts) <b>CH</b>	£ 24892-71	£ 34131-77	£ 38078-16
Arian ar ddiwedd y flwyddyn = C + CH Cash at Year End <b>D</b>	£ 34131-77	£ 38078-16	£ 42475-83

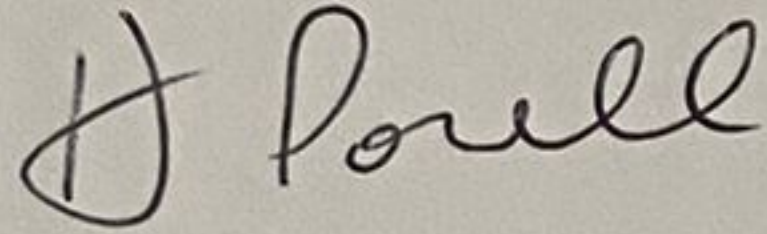


CYLCH MEITHRIN TRE FICER

I have audited the Income and Expenditure accounts of Cylch Meithrin Tre Ficer for the year ended 31 March 2025.

I have been provided with sufficient accounting records to give reasonable assurance that the financial statements are free from material misstatement.

In my opinion the financial statements give a true and fair view of the organisations state of affairs as at 31 March 2025, and of its incoming resources and application of resources for the year then ended.

A handwritten signature in black ink, appearing to read 'H Powell', with a stylized initial 'H'.

Heather Powell

Gollen  
Myddfai  
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