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**Friends of Cardiff Reservoirs**

**Exec Committee- handover meeting 1**

**Tuesday 3rd August 7pm**

PRESENT: Bernard Adshead - Treasurer Reservoir Action Group (RAG); Paul Davies, Julie Lawrence, Peter Fullerton, Anne Wesson and Annie Smith (Dŵr Cymru Welsh Water)

CHAIR: Paul Davies

**Meeting Notes of the first handover meeting for the new Friends of Cardiff Reservoirs Group**

There was no set Agenda; this was an informal first meeting for Bernard Adshead to begin the handover to the Executive Committee members.

1. **Update from Annie Smith, Welsh Water ENRaW (Enabling Natural Resources and Wellbeing) Project Manager on Volunteering Hub**

Annie gave some background to the volunteer management system (VMS) that was to be used by Welsh Water. She had demo’ed for the Chair last week and is trying to arrange with the Secretary, who agreed to be the lead for this for the time being. Costs for buying and licensing the product ‘Team Kinetic’ has been met by DCWW, who are treating this as a pilot since they do not operate volunteering or indeed ‘Friends of’ groups at their other sites yet. An accompanying policy has been drafted by Annie.

The friends group will register as a ‘provider’ of opportunities that individuals will sign up for in due course. This system is also well used throughout Wales (for instance, by the Wales Council for Voluntary Action (WCVA) and scope exists for it be used inter-organisationally at some point in the future.

Managing expectations for potential volunteers was discussed; the Group want to promote volunteering, however until the site is fully open to the public opportunities will be more limited and there is understandable caution around volunteering and water sports. Any volunteers that are approved to be on site will need to undergo a site induction.

**ACTION: Annie to arrange demo for Anne and then familiarisation with the product can begin.**

1. **Update from Annie Smith, Welsh Water ENRaW (Enabling Natural Resources and Wellbeing) Project Manager on other items regarding the site:**

* It is understood there will be two DCWW rangers for the site. One has been recruited internally and one external advert has just been published.
* Annie can access two grants, but most of the spending will need to be completed this financial year so she is looking at procuring PPE, tools etc. as soon as possible. The purpose of the grants is to establish what can become a self-sustaining unit alongside the DCWW operation and are as follows:
* The ENRaW grant which covers things like volunteering, social prescribing, education and
* The Heritage Lottery Fund /Welsh Government Community Woodlands Grant. In the main this concerns the restoration of Gwern-y-Bendy woods. Annie will try and arrange a date over the summer for those interested to visit.

**ACTION: Annie to try and arrange a visit to Gwern-y-Bendy over the summer and Chair expressed interest in any activity associated with the Community Woodlands Grant**

* Annie clarified that work done by the friends that has prior approval by DCWW is covered by their insurance but it may be worth the Friends Group considering their own professional advice about other liabilities.

**ACTION: Exec Cttee to consider obtaining relevant advice**

* DCWW is currently working on satisfying the pre-commencement conditions set by the planning authority. (Cardiff Council)
* Procurement for building work is ongoing
* A separate procurement is being undertaken for footpaths as this funding comes from ENRaW.

1. **Items for discussion by the Executive Committee**

Bernard had prepared a file each for the Secretary and Treasurer.

* Some signatures were required for bank accounts and all gave their permission for email addresses to be shared (recorded here for ease of reference):
* [pauldavies101@yahoo.co.uk](mailto:pauldavies101@yahoo.co.uk)
* [annewesson@btinternet.com](mailto:annewesson@btinternet.com)
* [pjfullerton120@gmail.com](mailto:pjfullerton120@gmail.com)
* [julie.lawrence23@gmail.com](mailto:julie.lawrence23@gmail.com)
* The Chair suggested meetings of the full Committee on a monthly basis at this stage and requested the location to be accessible by public transport. Exact frequency of meetings would be an item at the first full committee meeting

**ACTION: Anne to research possible venues including Llanishen and Rhydypenau hubs.**

* The group discussed awareness of the site’s development whilst managing expectations prior to public opening. Bernard noted he was writing an update for the ‘Lisvane Link’ community magazine. The ‘Cardiff Times’ was mentioned also but no-one knew of other community publications at this stage
* Social Media was noted as an important tool to reach out to a younger audience. Annie mentioned there were DCWW protocols for engaging in this way so the group would want to take account of these, hashtag usage etc.
* Martin Wilmore (website) and Tom Tribe (logo/ graphic design) may continue to assist for the time being.
* Anne offered to do some stakeholder mapping if required in future (Annie may have this information already)

**ACTION: Julie Lawrence agreed to be responsible for website content for the time being (uses wordpress)**

1. **Items for the first full committee meeting**

* Discuss and approve policies and nominate leads for each policy
* Agree frequency of meetings and probable regular location if possible
* Decide which committee members occupy positions 1,2 & 3 since this will affect re-election cycle
* Set membership fees for this year and next year (AGM likely in February; Jan – Dec is financial year for Friends Group)
* Agree standing Agenda items

The meeting ended at 8.20pm

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| **No.** | **Action Description** | **Date added** | **By Whom?** | **Update** |
| 1 | Annie to arrange demo for Anne and then familiarisation with the product can begin. | 3/8/21 | AW; AS | Arranged for 5/8/21 |
| 2 | Annie to try and arrange visit to Gwern-y-Bendy woods and Chair expressed interest in any activity associated with the Community Woodlands Grant | 3/8/21 | AS; PD |  |
| 3 | Exec Cttee to consider if they require professional insurance advice | 3/8/21 | ? |  |
| 4. | Anne to research possible venues including Llanishen and Rhydypenau hubs | 3/8/21 | AW |  |
| 5. | Julie Lawrence agreed to be responsible for website content for the time being | 3/8/21 | JL |  |
| 6. | Anne to complete meeting notes and send to Paul Davies for approval / amendment before circulation to the group | 3/8/21 | AW | Sent for approval 5/8/21 |