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**Committee Meeting**

**Wednesday 25th August 6.30pm**

PRESENT: Paul Davies (Chair), Peter Fullerton (Deputy Chair), Julie Lawrence (Treasurer), Anne Wesson (Secretary), Amit Jain (Committee Member), Sandra Veasey (Committee Member), Sally Shand (Committee Member) and Annie Smith (Dŵr Cymru Welsh Water)

**Minutes of the committee meeting for the Friends of Cardiff Reservoirs Group (Anne Wesson)**

1. **Chair’s Update**

The Chair gave a brief update on the handover meeting (3 August) at which Bernard Adshead handed over folders to the Treasurer and Secretary. This included comprehensive information on banking and membership details and all thanked Bernard for this complete information set.

The Chair welcomed all members, this being the first meeting of the full committee. The secretary agreed to forward all meeting notes to all committee members **(ACTION: AW)**.

1. **Various items were introduced and discussed:**

* **Smooth running of the committee**:
* All agreed they would read and familiarise themselves with the constitution, published on the website **(ACTION: All)**
* All agreed they would read and review the current list of draft policies, also on the website, for discussion at a future meeting (Data protection policy, Environmental policy, Equal Opportunities policy, Health and Safety policy, Volunteering policy, Welsh Language policy) **(ACTION: All)**
* All members were invited to consider what sub committees may be useful, for discussion at a future meeting **(ACTION: ALL)**
* **Peripherals, purchasing and expenditure:**
* The secretary noted that a laptop and possible other IT kit would be necessary for the smooth functioning of the committee, and this was noted and agreed by the group. She will consider the specification required. **(ACTION: AW)**
* The Treasurer distributed banking information packs to those who had agreed to fulfil the banking function. The account has been set up to required two out of three signatories, namely Amit Jain, Peter Fullerton and Julie Lawrence.
* The Treasurer offered to draw up some purchasing procedures. These would be further developed as it became clear what types of and the amount of expenditure envisaged, which may in turn inform the membership fees discussion. **(ACTION: JL)**
* **Governance and compliance:**
* Checks would be made with the Wales Council for Voluntary Action (WCVA) as to the nature of insurance required / preferred, to include public liability insurance **(ACTION: AJ)**
* Checks would be made with the Information Commissioner’s Office (Wales) regarding any registration requirements for the Group. **(ACTION: AJ)**

1. **Agree Standing Agenda Items for future meetings**

Following a discussion, it was agreed that a ‘round table’ update from each committee member was a sensible idea for each meeting, at least for the time being whilst the committee members got to know each other and the committee was being established.

1. **Agenda items for next meeting (including any brought forward from previous meeting)**

* Nominate committee members 1, 2, & 3 from the three committee members (this affects the election cycle).
* Discuss membership fees (individual, family etc. and any concessions).
* Discuss and approve policies; consider if any further policies are required.
* Discuss sub committees required with associated lead committee members.
* Report back on actions.
* Round table updates (including specifically purchasing procedures (treasurer) and IT kit (secretary).
* Consider official address and contact phone number for the ‘Friends of’ Group (NB this cannot be the reservoirs themselves; may be an accountant’s address of other individual form the committee).

1. **Meeting cycle: location and frequency**

Anne explained she had visited Llanishen hub which is suitable once Covid restrictions are eased for this venue (late night until 7pm on a Wednesday) and Annie Smith noted Rhydypenau hub may also be suitable (late night tbc). Use of the council hubs is free to community groups. Either hub was agreed as a first choice venue.

Anne also explained she had negotiated a discount to use the Three Arches pub which was agreed as a possible back up.

Anne was requested to try and book either hub for a meeting on whichever was the hub ‘late night’ in September and on a monthly basis. **(ACTION: AW)**

1. **Update from Annie Smith, Partnership Manager, (Dŵr Cymru Welsh Water)**

Annie explained no website for Llanishen and Lisvane Reservoirs exists yet since the site is not yet a visitor attraction. She anticipates a press release from Dŵr Cymru Welsh Water when the first volunteer activity takes place.

She has a community newsletter to send to those addresses held by Welsh Water as affected by the site (not related to the ‘Friends of’ group) and a further update to send to all those who expressed an interest in the development of the site and a ‘Friends of’ group. She expects to send these out shortly, but they are subject to Welsh Water approval. She would like to include a ‘Chair’s Welcome’ to those who has expressed an interest and asked Paul Davies to provide this as soon as practicable **(ACTION: PD)**

As had been noted previously, whilst construction takes place (expected during 2022) volunteer activity is likely to be limited to any areas not affected by building works.

Annie can help out with site induction and ‘training’ for any volunteers.

The allotments association (adjacent to the reservoirs on Lisvane Road side) have been in touch and are keen to get involved and receive updates on progress.

Annie gave a short update for those who had not yet head about the volunteering hub ‘Team Kinetic’ and agreed some actions for committee members so they could log on to the portal and see what the hub offered. She would add to this any details of Open Days she was trying to arrange. **(ACTION: AS)**

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| No. | Action Description | Date added | Who? | 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 |  | Replaced by action 10 below |
| 4. | Anne to research possible venues including Llanishen and Rhydypenau hubs | 3/8/21 | AW | See minutes: preference for Tues / Wed generally, (i)Council hubs, (ii) 3 Arches pub |
| 5. | Julie Lawrence agreed to be responsible for website content for the time being | 3/8/21 | JL | Martin Wilmore (member) also content to continue publishing on an ad hoc basis |
| 6. | Anne to complete meeting notes and send to Paul Davies for approval / amendment before circulation to the group | 3/8/21 | AW | Sent round to attendees 6 August. Anne to ask Martin to publish meeting notes/minutes on website |
| 7. | Anne to forward handover meeting minutes to all committee members | 25/8/21 | AW | Anne subsequently suggested publishing all meeting minutes on website, for all members to peruse. Anne will arrange this via Martin Wilmore |
| 8. | All to read the constitution, draft policies and sub committees prior to next meeting | 25/8/21 | ALL |  |
| 9. | Anne to consider IT required | 25/8/21 | AW | Details provided by Julie Lawrence if required. |
| 10. | Julie to draft purchasing procedures and all to consider possible items requiring expenditure | 25/8/21 | JL/ ALL | This may inform any decisions on annual membership fees |
| 11. | Amit to consider insurance (esp. public liability) reqts and possible registration with the ICO | 25/8/21 | AJ |  |
| 12. | Anne to try and book either council hub for a meeting in September | 25/8/21 | AW | Paul Davies has already supplied his availability. Tuesday or Wednesday preferred by the majority of the committee. Anne was told that council restrictions on use of the hubs may start to ease from September 1st 2021 |
| 13. | Paul to provide a ‘Chair’s Welcome’ for all those who expressed an interest in the ‘Friends of’ group | 25/8/21 | PD |  |
| 14. | Annie to create user IDs for more committee members to assist with Team Kinetic, the volunteering hub (system) | 25/8/21 | AS |  |

The meeting ended at 7.50pm