**Cyfeillion Cronfeydd Dŵr Caerdydd / Friends of Cardiff Reservoirs**

**Committee Meeting**

**Wednesday 22nd September 6pm**

PRESENT: Paul Davies (Chair),) Julie Lawrence (Treasurer), Anne Wesson (Secretary), Amit Jain (Committee Member),

APOLOGIES**:** Peter Fullerton (Deputy Chair), Sandra Veasey (Committee Member), Sally Shand (Committee Member)

**Minutes of the committee meeting for the Friends of Cardiff Reservoirs Group (Anne Wesson) held at Llanishen Hyb/Hub**

The Chair had previously requested a committee meeting without representation from Welsh Water so Annie Smith did not attend. This was for the Committee to start to develop its own identity but the Group may ask Annie to attend again and recognised her contribution.

1. **Review of action list from last meeting**.

Updates were given and noted. List appended at end of document.

1. **Chair’s Update:**
* Paul had met with Annie from DCWW in advance of the meeting. The Rangers are not on site yet. Annie has been having discussions with the Wildlife Trust about what the first project might be; possibly construction of a dry stone wall. There is a problem with planting new trees on the site so it may need to be limited to hedging. Discussions are ongoing.

Treasurer’s Update:

* Julie distributed paper copies of the draft Financial Controls Policy, also circulated on email. She noted that the ‘Friends of’ Constitution stipulates payment via cheque. There are some practical challenges with this, since most retailers / suppliers would not invoice after products / services but all understood the control reasons why this was in place. Paul indicated he had discussed the purchase of a laptop with Annie Smith and it may be appropriate for the ENRAW project to purchase this. Anne will follow up with Annie (see action 9).
* Exception approval was agreed by those present. i.e. the Policy is approved unless any specific comments are received from members that require the policy to be amended.
* Julie also provided a draft budget for discussion at a future meeting (informed by membership receipts etc.)
* There is still an unresolved issue with the PayPal account. The secretary offered to provide Bernard Adshead’s contact details so Julie could follow up with him personally. The treasurer will also follow up other payment options e.g. Google pay / Amazon Pay. **(ACTION: AW)**
* The group briefly discussed its target audience and perception of electronic payment methods. The group noted once it starts to hold events it may be beneficial to offer cash payment as an alternative

Secretary’s Update:

* Membership currently stands at 136. Forms received by email and post to Secretary’s address.
* All were shown an article from Bernard Adshead in the Lisvane Link regarding the creation of the ‘Friends of’ group.

Update from Committee Member Amit Jain:

* Information Commissioner’s Office – he made enquiries regarding registration. This costs £40 but is voluntary for the type of group we are. Access to certain types of funding, or wishing to access GiftAid for example requires registration so it was agreed to reconsider this, perhaps annually. Registration itself offers no extra protection.
* Insurance - he had made enquiries with the WCVA who use a broker. He received a proposal form so the costs is not yet known. All agreed he would try to complete the form and this would be considered at a future meeting
* He offered to visit Rhydypenau Hub and see if it was suitable for future meetings, and to enquire about availability **(ACTION: AJ)**
* He offered to look at incorporating the Privacy Policy into the Data Protection policy (or renaming it) using templates from the ICO. **(ACTION: AJ)**

Deputy Chair’s Update (provided in advance via email)

* Peter had provided some comments on the draft policies by email as he could not attend the meeting. It was agreed to have a fuller discussion at the next meeting on these **(ACTION: AW).**
1. **Agenda Items carried forward:**
2. **Designation of committee members 1,2 & 3**
* Executive member 1 – Amit Jain
* Executive member 2 – Sally Shand
* Executive member 3 – Sandra Veasey
1. **Membership fees**
* The Group suggested Individual membership at £5 per annum and household membership at £10 per annum. This was agreed unless any other members have significant objections.
1. **Discuss policies and any further policies required**

This item was held over for the next meeting with more committee members present, and Anne was asked to circulate the draft Safeguarding Policy that Annie Smith had sent through on the morning of the meeting **(ACTION: AW)**

1. **Discuss sub committees and lead members**
* Carried over for next meeting **(ACTION: AW)**
1. **Discuss official contact details for Friends Group**
* Not discussed
1. **Site Update**

No further updates were known. The chair reported he believed construction work was hoped to be in train by the end of calendar year 2021.

1. **Team Kinetic volunteering hub**

Some reported that they had logged on but this item was not discussed in detail.

1. **AOB**

There was no other business.

1. **Details for next meeting**

The chair gave his preferred dates for a meeting in November (Tues 9th, Wed 17th, Tues 23 or Wed 24th). Anne is away on holiday the last two weeks of October. She will try and arrange in a Council hub with a possible start time of 5.30/5.45pm.

Agenda Items to include:

* Actions list
* Existing draft policies (including safeguarding policy)
* Proposal form for insurance
* Sub committees and membership
* Site Update
* Official contact details for Friends Group
* Team Kinetic volunteering hub

The meeting ended at 7:05pm

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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 | No update 22/9/21 |
| 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. AJ enquired at Rhydypenau 27/9/21 – already got bookings for 6 months on their late night (Tues). Do have availability on Saturdays. Requested to enquire again in 3 months’ time  |
| 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. Complete 15/9/21 |
| 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. Complete 15/9/21 |
| 8. | All to read the constitution, draft policies and sub committees prior to next meeting | 25/8/21 | ALL | Replaced by no. 16 |
| 9. | Anne to consider IT required | 25/8/21 | AW | Anne thanked Julie for providing some information. Purchase of the kit may be possible via the ENRAW project. Once finance procedures are in place it is hoped to expedite the purchase. |
| 10. | Julie to draft purchasing procedures and all to consider possible items requiring expenditure. This will also help inform discussions on membership fees  | 25/8/21 | JL/ ALL | Draft finance procedures circulated prior to the 22/9/21 meeting. Julie covered the detail in the Treasurer’s update at meeting on 22/9 (see above). Proposal is for ‘exception’ agreement – approved unless specific comments received prior to next meeting.  |
| 11. | Amit to consider insurance (esp. public liability) reqts and possible registration with the ICO | 25/8/21 | AJ | Amit reported back in Agenda item 2 above. |
| 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 | Paul has provided to Annie from DCWW; she will send out.  |
| 14. | Annie to create user IDs for more committee members to assist with Team Kinetic, the volunteering hub (system) | 25/8/21 | AS | Update received from Annie 27/8; Anne’s details removed; main contact is chair@friendsofcardiffreservoirs.orgAddress just given as Lisvane Reservoir; main user account admin is Paul. Anne and Julie set up with user accounts; others can be added once details of sub committees known. Tutorial link circulated  |
| 15. | Resolve issue with PayPal account and consider other electronic payment methods | 22/9/21 | AW & JL | Anne provided BA contact details on 22/9/21. Julie to look at Amazon pay / google pay. |
| 16.  | Policies: Circulate draft Safeguarding Policy provided by Annie Smith and schedule substantive item at next meeting to discuss all policies with more committee members are present | 22/9/21 | AW & AJ | Carry over any other items from Agenda that weren’t discussed on 22/9/21 (Discuss sub committees and lead members, and PF comments). Amit will look at templates from the ICO re. Privacy Policy |