

**PEMBROKESHIRE FEDERATION OF YOUNG FARMERS' CLUBS**  
**MINUTES OF THE BOARD OF MANAGEMENT JANUARY 11<sup>th</sup> 2017**

Present: Karen Jones (Chairman Board of Management) Alice James (County Chairman) Alwyn Evans (County President) Non Thorne (County Vice Chairman), Richard Summons (Immediate Past County Chairman), Cara Norman (County Treasurer), Michael Harries, Ros Bushel (Co-opted) Tom Bevan (Events Chairman), Stephanie Morgan, Christina Williams (Clunderwen), Delun Evans (Eglwysrwrw), Sam Kurtz, Jill Luke-Evans (Fishguard) Steffan Evans(Hermon), Tania Hancock (Keyston), Owain Lewis (Llawhaden), Katie Davies (Llysyfran), Nia George (County Organiser)

Chairman's remarks.

Karen Jones, chairman of the board of management declared the meeting open and welcomed everyone along. She congratulated all those involved in the recent Eisteddfod on their first win. Karen noted the success of the recent Queens Ball and thanked all those whose hard work ensured the night was a success.

Apologies for absence. - Ann Phillips Davies

1. Minutes of the last meeting held on 19th October 2016 were read and signed as a true record.
2. Matters arising - The recent Pub of the month with Clunderwen had been successful and it was agreed that Eglwysrwrw would be the next host.
3. Correspondence.

Annie Slater Email: Invite to be in charge of the Children's tent at the Haverfoodfest Festival.

Board of Management felt that this was too much to take on trying to cater for all ages. However it was agreed they would be happy to steward at the event but not to be in charge. Members noted that it is a busy time coming up to Rally. County Show has done a similar event, suggestion to contact Alex Bruce or Cathy Wilson at the County show. Not convinced that members would want to do it.

Alex Bruce - County Show

Alex Bruce had invited YFC members to sell programmes at the Show for which they would be financially reimbursed. Members noted that clubs struggle enough to get enough members to attend for their stewarding duties at the Marquee over the three days let alone taking on extra responsibility. They also didn't feel that the incentive was enough to attract members to volunteer.

Christina Williams - had emailed all members of the board with a list of concerns. Karen thanked Christina for her points and suggested each point be discussed individually.

(a) A problem with the international entry form and missing information sent on to Wales. Nia explained that all entries had to be signed then scanned and sent to Wales and that Nia had requested confirmation from Wales that everything they needed had been received which she had. Nia noted that it would make things a lot simpler if a list of entries received for travel could be signed and sent to save having to print each individual form sign and then scan them back to Wales. Nia noted that she had spoken to Wales regarding the matter with the missing info and had an email which Karen read from Helen Evans in the Wales office. Nia had also spoken directly with the member concerned who had highlighted the issue.

(b) A missing cheque - Christina noted that a cheque had been sent to the office that had not been banked until a considerable time after it was received and as a result had

a knock on effect on the overall club accounts. It was suggested that banking would be undertaken weekly on a set day to avoid any issues in future.

Christina made a further point regarding the accounts which Karen noted would be discussed in the next agenda point.

#### 4. Accounts 2015/16

Karen explained that a meeting had been held with LHP. Various points were raised to Janet who has adjusted figures accordingly

Karen noted that the Chairman's Charity donation to Wales's air ambulance is still in the account.

Karen explained we still hope to get financial support from PCC and that she would work as hard as she could to ensure the support was obtained.

It was suggested that an Income and Expenditure breakdown be presented to the board of management for each event.

It was agreed that the accounts still cannot be approved as the accounts need to be updated.

The board felt that it was important to have projections to guide them on where we were going.

Suggestions were made regarding potential financial support from

South Hook LNG

Brodyr Evans

GD Harries

Puffin

Capestone

Mansell Davies

It was agreed that a call be made to Valero to explain that due to their cut in financial funding that the title of Principal Sponsor would no longer be guaranteed.

5. Review of Queens Ball - In a verbal report Tom Bevan expressed concerns regarding the Alcohol stolen and due to cameras not in appropriate places they were unable to get a conviction.

Tom Bevan also expressed his dismay at the lack of help for Clearing up -

It was agreed that Tom Bevan would write a letter to clubs asking for support 2 representatives from each club for county events and dances. Alice thanked Tom for all of his hard work in preparing the events.

#### 6. Finance:-

- (a) Hon. Treasurer's Report & review of finances

In moving for the adoption of a verbal report Cara Norman handed a set of projections for the year to come. She noted that these were estimations as it was impossible to give accurate projections. She noted that various factors were taken into consideration for example less prelim evenings for the entertainment resulting in less income and also depending on the turnout at the event.

- (b) Dates, Venues & Admission prices for future events.

Streetdance and Cheerleading

Date: Wednesday 22<sup>nd</sup> March

Venue: Llawhaden Hall

Raffle to be held. Yes

Admission No

Field Day Dance -

Date: 8<sup>th</sup> April 2017

Venue: Clarboston Road Hall

Admission: Last year £7 - Ticket only. - 200 cap

Tom Bevan to arrange bar/staff etc.

Chief Stewards: County Chairman & Vice-chairman Liaise with Tom

County Rally - 27th May 2017

Admission: Adults and non-members £6

No concession for senior citizens

Primary School children and members £2

Rally Programme: FOC

Compiling programme: Nia George and Sian Noyce

Printing: Haulwen Warlow, 600 copies (proof copy to be requested)

Rally Dance

Admission: £7 pre-rally, only. All rally day, £10

14 years of age and over MEMBERS would be allowed to attend for this dance only.

Unsold tickets to be returned by Friday 26<sup>th</sup> May.

Strictly no returns accepted on rally day.

Wristbands to be used - 16+

Pre-rally Competitions

Admission: £ March

Competitors: FOC

Raffle to be held.

Refreshments to be sold at this event.

6. Membership.

Current Membership is 404 in comparison to 387 last year

7. 2017 County Annual General Meeting:

(a) Venue. County Hall

(b) Date. Date Wednesday of the month

(c) Guest Speaker. - No guest speaker. It was agreed that due to the combining of the two AGM's a guest speaker would not be necessary.

8 2017 County Training Programme. - Yes

Chairman - Past Chair and Present Chair - Alice and Non

Secretaries - Nia and Vice Chair

Treasurer - Helen

Minute Secretary - Vice Chairman

Venue: Haverfordwest Rugby Club or Narberth Rugby Club

9. County 100+ Club.

143 in comparison to 196 in comparison in previous year.

Queen and Attendants to sell in Entertainment.

10. County Harvest Festival  
Martletwy to be invited to host in 2017

11. Staff Matters.

By kind request Nia left the room.

County Officials noted that a pay review was completed.

Alice - detailed what had been chatted about in staff review.

It was noted that the major points raised by the staff was that Communication is key and that Team work is essential

Nia had said she would be happy to accept targets but felt that everyone has to work together more.

Points were also raised in relation to Christina's letter -

Do we need training or third party comes in

Book-keeping/accounts are two different things.

Still have questions not resolved.

Do we need a paid treasurer?

Any cash or cheques must be banked as soon as possible and not kept in the office

A suggestion that an event breakdown would be supported by statement at each event.

Richard Summons expressed concern that - £10k less next year according to projections could potentially effect on staffing.

12. Any other Business.

Karen expressed her determination to work her guts off to get Pembrokeshire County Council funding.

13. To confirm date of next meeting **Wednesday 15<sup>th</sup> March 2017**