

**Pembrokeshire Federation of Young Farmers' Clubs**  
**Minutes of the Board of management held at Agriculture House**  
**On Wednesday 18<sup>th</sup> October 2017 at 8pm.**

**Present:** Karen Jones (Chairman of Board of Management), Non Thorne (County Chairman), Alwyn Evans (County President), Cara Norman (Hon. Treasurer), Katie Davies (Vice County Chairman), Tom Bevan (Events Chairman), Alice James (Immediate Past County Chairman), Ann Phillips-Davies (Life Member) Adam George (Brawdyhayscastle), Christina Williams (Clunderwen), Delun Evans (Eglwysrwr), Aled Harper (Fishguard), Steffan Evans (Hermon), Tania Hancock (Keyston), Owain Lewis (Llawhaden), Rebecca Smith (Martletwy), Martha Perkins (South Pems), Matthew Davies (Templeton), Joanne Davies (Tiers Cross), Ros Bushell (Co-opted), Nia George (County Organiser).

Chairman's remarks.

Karen Jones, Chairman of Board of Management declared the meeting open and welcomed everyone along and noted the setup of Board of Management.

Apologies for Absence - None.

1. Minutes of the last meeting on 21<sup>st</sup> June 2017. Minutes were read and signed as a true record.
2. Matters arising.  
Alwyn noted that the Duke of Edinburgh award was discussed when we met with Jamie Adam and asked if we had heard anymore. Karen noted that Jamie is no longer leader.  
Christina Williams asked what the latest was with the County Show - Nia and Tom have attended a meeting with Jan re the queen's ball where the County Show was discussed. The matter will be discussed later in the agenda
3. Correspondence.  
Invoice received from LHP £1140 - It was agreed to pay the amount.  
A letter had also been received quoting for the preparation of accounts in future years - A discussion followed and it was agreed that clarification was needed on what's included in that amount and what extras will be charged for.  
An email had also been received from Ashmoles with their quote for carrying out the preparation of accounts.
4. Hon. Treasurers Report

We're off to a flying start once again with the Ball in the hall's return to Llawhaden proving popular amongst the members. The profit for Non's black and white themed evening was £645.80 with £150 being paid on the evening to Dan Morgan for his services as DJ. We are awaiting another bill of £50 pounds from Llawhaden but haven't received any bills from Non as yet for decoration costs. With that in mind the current profit from Ball in a Hall stands at 445.80 so an increase on last year and good general feedback for the event. Many thanks to the VP's Haydn and Eirlys who manned the door. Non, Alwyn and the team who helped with the decorating and clearing up. Cara moved for the adoption of the report.

We will discuss the patron's scheme later but Nia has now written to all past Chairmen and Presidents and the scheme has received a positive response and we hope that the first members of the scheme will start to take advantage of the benefits on Saturday in the Eisteddfod.

Nia is due to have a meeting with Signspeak regarding production of the sponsors pack which was scheduled for Monday but due the weather has now been rescheduled for next week but all being well we should be able to circulate the packs to potential sponsors shortly. With that I move for the adoption of the report. The report was adopted,

5. To review Ball in the Hall

Non thanked Club Members, Vice Presidents and Alwyn. She thanked all the team involved in the set up and clearing up and thanked Joyce for all her help clearing up at the end. A discussion followed and it was agreed that it works better in October and suggested to keep to a similar date for next year.

A point was raised that Llawhaden Hall also works well due to the location and its being central to all clubs. It was agreed that we stick to Llawhaden Hall to host the ball. It was also suggested that the fee should be increased as the hall had in the past allowed a reduced fee to ensure the costs weren't too much. A suggestion was made to increase the fee paid to Llawhaden during Ball in the Hall especially as Clunderwen had charged £100 when it was held there.

6. Queen's Ball 2017 update.

Nia showed everyone the tickets poster and reception invites etc.

Tom gave an update on the Queen's Ball.

Tom also showed a plan of the event.

Nia asked what we wanted clubs to agree to in terms of stewarding it was agreed that every club had to provide 1 steward for the duration of the event including set up and cleaning. All stewards to report for a briefing at 8pm and help with the get out and clean up when the event closes at 2am. It is up to clubs to discuss whether one person is there for the duration or whether they split the evening into shifts with Clubs will be asked to supply a name or names to cover the whole event and clear up to the office prior to the event. This is a county event and a steward must be supplied from each club regardless of numbers etc. attending.

Tom asked that we check the hire cost Last year the Cost of hire for the Brithdir was £500 + VAT which we were not charged for.

Tender - for food for the Queen's Ball. It was agreed to tender for the supply of fast food at the end of the night. Cegin Cwm Gwaun and Cegin Cawl Potch to be asked to tender by early November and county officials will make the decision along with Tom.

7. 2017 County Annual General Meeting Review.

Amalgamation of the AGM's had been an overall success.

The following changes / improvements were suggested for next year:-

Nominations - Deadlines for Vice Presidents and Vice Chair to be the same date so that clubs have time to discuss nominees and voting

Club AGM dates to be earlier to allow time for new club officials especially secretaries to bring in entries for competitions such as Wayne Mathias, Club Records, Accounts.

Certificates to individuals - Certificates to individuals and clubs from Wales or National to be made during the Club AGM not county.

Wayne Mathias - More information given about the nature of the award and why the winner has been chosen.

Awards -A general explanation of all county awards what they are fair and what's included.

8. Admission Charges for County Pantomime Competition.

Admission to prelims £5

Admission to Final £6

Raffle on sale and programme FOC

A discussion was had on how to keep a record of how many people are in the hall during the performances. It was agreed that tickets would be made up to keep track of how many people were in the auditorium.

9. Patrons Scheme.

Currently have 24 members signed up.

Karen read the list of current Patrons and challenged every member on the Board of Management to sign up people they know as Patrons of Pembrokeshire YFC.

A suggestion was made to send out the Patron's Letter to all club leaders to see if they may be interested in signing up to the scheme

10. Sponsorship packs.

Karen explained the theory behind the sponsor's packs and how it works. The hope is to target bigger businesses e.g. Puffin, Capestone, Mansel Davies for meetings regarding benefits to businesses. Etc.

The hope is the packs will be ready to send by the end of October it was discussed that members from the board of management could be involved in going out and selling the scheme to potential sponsors.

11. To review County Chairman's part reimbursement.

Last year was £300

Proposal to keep it the same.

12. Staff Salaries,

Karen, Katie, Cara and Non have had a discussion and it has been agreed to increase salaries.

13. Staff Matters.

Nia Left the room

Non feels it's been a positive 12 months.

Last year - salary stayed the same, targets were set.

Felt we needed to reflect the last 12 months work i.e. increase salary.

Update on training - ongoing i.e. QuickBooks.

Nia attended county organiser conference at Wales

New targets for this year? - continue in the same manner.

Money -Banking is more regular.

Planned - waste of time as the official document has never materialised.

Possibly organise promotional literature for school open days, possibly set spending maximum - can this be a target (publicity)

Nia returned and noted that taking time off and toil were proving difficult and as a result she was losing up to 5 days a year. Nia requested being able to roll over about 5 days until January.

A discussion followed

A comment was made that this would make it more of a problem next year. However as felt that if a time limit of end of January was put on it was only fair. It was noted that Nia has never taken holidays during busy periods and wouldn't t leave he county in the lurch with activities not arranged.

Holidays - agreed to roll over up to 5 days for Nia until January 2018

#### 14. Any Other business

- County Pantomime. Costs? Venue?

It was agreed that the county Pantomime would be held over four venues with the cost being £5 per ticket. Clubs would be asked to stewards in their area and all proceeds to county.

Friday night Cheese and Wine with the RWAS to reveal the Lady Ambassador for Pembrokeshire 2017 £5 a ticket. Information has been sent to secretaries and pigeonholes.

Eisteddfod Saturday 1pm Theatre y Gromlech, Ysgol Y Preseli.

Llawhaden YFC - Sunday Lunch 12<sup>th</sup> November - Book Now!!

Wales Dairy Show - Wales YFC Stock judging competition

3 Trophies- sponsored.

Starts at 12 noon

Membership card required.

Date of next meeting - January 17<sup>th</sup> Agriculture House 8pm.