

**PEMBROKESHIRE FEDERATION OF YOUNG FARMERS' CLUBS**  
**MINUTES OF THE BOARD OF MANAGEMENT COMMITTEE MEETING**  
**13<sup>th</sup> June 2018**

Present: 14 as per Attendance Book.

**Chairman's remarks.**

Karen welcomed everyone to the meeting and congratulated everyone on another busy and successful period in the YFC calendar. She extended Congratulations to Steff Evans the board member from Hermon on becoming a Dad.

**Apologies for absence:**

Alice James, Cara Norman.

**1. Minutes of the last meeting held on 14th March 2018**

Minutes were read and signed as a true record.

**2. Matters arising.**

There were no matters arising

**3. Correspondence.**

We have been invited to once again take part in the Shwmae awards but need to submit the wording of the award as soon as possible.

A discussion followed and it was agreed that a slight change was needed to make it an award for a club as opposed to an individual.

**Action: Nia to compile a wording to be approved by Non, Katie and Alwyn.**

Ras yr iaith –The race is a race to promote the welsh language and this year will be visiting Pembrokeshire and Haverfordwest. They are looking for stewards and sponsors and in turn we will be allowed to apply to a small grants pot. More information to follow.

**Action: Update with information, dates etc. and send the info on to clubs.**

**4. 2018 County Show.**

**(b) Feedback from previous County Show Meeting:**

Karen gave a brief feedback, explaining the County Show Working Party had met and that actions had been put forward for the marquee layout and ideas on how to utilise the new site. She noted that we were awaiting more clear direction on how the location would work and how the YFC section would fit in its new location. Karen went on to explain that action points had been put forward to utilise the space provided and promote the organisation to the best of our ability.

**(a) Hospitality.**

County President	Mr Alwyn Evans
President Elect	Mr Richard H Lewis
County Chairman	Miss Non Thorne
County Vice Chairman	Miss Katie Davies
Immediate Past County	Miss Alice James

Honorary County Treasurer Miss Cara Norman /Neil Davies  
County YFC Queen and Attendants Miss Tania Hancock & Co  
Male Ambassador Mr Charles George  
Young Farmer of the Year Miss Tania Hancock  
Junior Member of the Year Miss Tyleri Warlow  
PAS Lady Ambassador Miss Marged Simons  
Wales YFC President  
Senior YFC Officials at Wales Level  
Nia Lloyd, Chief Executive,  
Laura Elliot, Wales Chairman  
NFYFC President NFYFC Chairman  
County Life Members, Honorary Members and Vice-Presidents  
Trustees  
Mr Stephen Thornton, Valero  
Chairman, County Branch NFU  
Chairman, County Branch FUW  
President, County Branch WI  
Chairman, County Committee RWAS  
PAS President  
PAS President-Elect  
PAS Directors and Officers  
Mr Paul Bridgeman  
Mr Stephen Crabb MP  
Mr Simon Hart MP  
Mr Paul Davies AM  
Mrs Angela Burns AM  
Welsh Agriculture Minister – Ms Lesley Griffiths  
Mr Carwyn Jones AM, First Minister for Wales  
2018 Pembrokeshire County Council  
Leader, Deputy Leaders & Members of the Cabinet  
Chairman PCC  
Also to be invited:  
Director of Education  
County Youth Officer  
Chairman of the PCC Licensing Committee  
LHP Accountants  
Chairman of Pembrokeshire National Parks.  
Tegryn Jones National Park.

Mr Stephen James NFU  
Mr Meurig Raymond NFU.  
Debbie James  
Eifion Jenkins  
Toby Ellis

**4. Sponsors Packs –**

Karen noted that due to previous meetings overrunning we are yet to have the Sponsors pack meeting as scheduled. However Karen noted that she was aware that Nia has been doing some work on this and we hope that the packs will be ready by the end of August to be sent to Sponsors.

**5. Hon. Treasurer's report.**

No report

**6. Membership.**

Membership figures were unobtainable due to a silo issue. However Nia reported that there had been an increase in membership on the figures provided at the last meeting

**7. 2018 County Training Programme:**

It was agreed that we continue with a training programme for 2018 but suggested that the date of the evening be brought forward to the end of September so that newly elected club officials would have support sooner in starting their roles.

Chairman and Vice – Trainers: Non Thorne and Katie Davies

Secretary: Nia George and Newly Elected County Vice Chairman

Treasurer: Helen Hodges

Minute secretary: Alwyn Evans and Gaynor Hancock

It was also discussed and agreed to hold a Leaders Training night early in October.

**8. County Organiser's Report:**

Another year has flown by and it's been a very successful for Pembrokeshire in the competitions calendar winning the English and Welsh Public Speaking and Field Day 2nd in the Welsh Entertainment and 3rd in the English Entertainments not to mention fantastic individual successes for Pembrokeshire members.

However the focus in the office has been on continued support of the club officials, continued support and improvement of information and its availability to ensure the best working relationship possible. Despite a continuation with the competitions booklet featuring most of the year's competitions with a complimentary booklet containing all entry forms I am still finding that some secretaries have difficulty in getting forms in on time. This is despite us sending all forms out electronically as well as in hard copy format. However the "foot down" and "deadline means deadline" approach from the county chair and vice has certainly helped show that clubs must keep on top of their entries and ensure that meetings are planned regularly to deal with any looming deadlines.

I would also like to introduce a club efficiency competition where the club officials are marked by the county officials and staff and awarded marks in a number of categories that ensure their club is running well on a weekly basis. This would include an announced and un-announced visit as well as taking in to account the fulfilment of roles by the club officials. Visits to be carried out by the county organiser and county officials with an overall award presented at the AGM.

A leaders training night was not arranged this year but we have had a few requests to hold another and will endeavour to arrange a leaders night early in the new YFC year.

Despite a previously agreed cut of prior to competitions for membership forms we are still having clubs leaving membership to the last minute. This is particularly worrying when it comes to competitions such as Tug of war and sports where insurance is a relevant factor and if anyone was hurt this could become an issue.

The website continues to be updated regularly and analytics show that in May 2017 the number of visits to the site peaked at 8,000 views in one calendar month. Analytics also show that people stay on the pages for approximately 2-3 minutes which is considered quite a long time.

A recent health check carried out by Webadept showed that generally the website was very healthy. However, due to the tightening of security measures with the new European regulations coming in to play, Webadept have looked at our site's security and hack risks. Web Adept have revamped the hosting packages to include differing Service Level Agreements and have suggested that the basic SLA would be beneficial to the movement. This would include Backups: We take a monthly copy of the website as it is so that, in the event of a hack, we can restore the website to the latest version, avoiding the loss of as much content as possible. Password Recovery: In case your passwords are lost or stolen, or in case of a hack, we can recover and change your passwords and perhaps most importantly with GDPR Security Monitoring: We can monitor your website for hacks and illegal activity, which warns against the site being shut down. Unlimited Phone Support: In the event of a security breach, we're at the end of the phone during normal working hours, and our PA service will answer and send your message to a team member outside of normal working hours. We also have a healthy following via our social media platforms on Facebook and Twitter and endeavour to keep these updated continuously.

We are also extremely pleased to have had another year of broadcasting from Radio Pembrokeshire kindly sponsored by TAG and will be looking to continue with the show for the coming year.

Our events have all run well with high standard throughout the competitions ensuring that audiences turn out to support the various competitions.

As clubs take a well-earned break following a productive year in their clubs there is plenty of activity in the office as we start implementing the 2018/19 year. Worryingly both NFYFC and Wales YFC are yet to confirm their final competitions calendar but with council ahead we very much hope these will be confirmed in the coming few weeks for us to continue with getting the new year packs ready for the secretaries of 2018/19.

I have notice a massive increase in the amount of lost membership cards with most clubs asking for a replacement card on more than one occasion. In some cases, for the same member. I would like the board to consider a charge for any replacement cards issued in future to try and instil some worth to the card.

I would also like to ask the board if they would agree to me presenting two awards at the county AGM – one to recognise the most efficient secretary in the county and one for the leadership role shown by a club chairman. I would suggest that these awards be presented yearly from the office. Finally in terms of targets that have been set for myself. It was agreed that publicity would be one of the key areas to concentrate on. Therefore, I have been working on the Sponsorship pack which will be presented to a smaller working party in draft format and with some changes will be ready to go to prospective sponsors in September.

I have also been working on a presentation to schools which will include a presentation and a supporting app to try and attract new members who are in the dark or misinformed about YFC which I aim to have ready by September to roll out to schools. I would also like to propose looking in to funding for this project from the national lottery awards for all schemes. I would like to suggest a monthly officials meeting as of September to discuss how we can utilise the Queen, attendants and male ambassador roles to their full capacity along with the senior member and junior member. Karen thanked Nia for the comprehensive report and a discussion followed regarding points raised in the report with the following action points.

#### Action Points:-

Nia proposed introducing a Club Efficiency Competition to the 2018 /19 calendar. It was agreed to recommend the proposal to Exec.

A monthly meeting of officials to discuss and utilise those with roles to the best of their ability.

Nia suggested a £5 charge for replacement cards to be billed to clubs. It was agreed to recommend the proposal to Exec.

Awards for Secretary and Chairman cups – Nia asked that she be allowed to award 2 additional cups for outstanding secretary and chairman at the agm as she felt a lot of work is involved in the roles and these are not presently recognised and with most clubs awarding cups for those not in an officials role they rarely get recognised at club level either.

Karen asked if we wanted to ask for a donation of these cups but Nia offered to donate these awards. It was agreed to recommend the proposal to Exec.

Health check from Webadept – It was suggested to speak to Robert Thomas for his thoughts on whether the additional support from Webadebt was necessary

## **9. Resolutions - County Annual General Meeting – Wednesday, 19th September 2018**

Karen explained that a small working party is currently working through the implications of changing to CIO. She noted that a resolution to have an Extra-ordinary meeting in November to pass any proposed changes to the constitution would be beneficial to give extra time for consideration, consultation and to make the necessary changes

**Action Point: To propose a resolution to have an extra ordinary agm in November to continue with the switch to CIO**

11. **County 100+ Club:**

- (a) To review Subscribers' list.

**CURRENTLY 144**

- (a) To decide on number of draws and amounts.

It was agreed to continue with the draws as in previous years which are:-

Entertainment Final February 2018

£75

£50

£25

Rally 2018

£50

£25

£25

£25

County Show 2018

£50

£25

£25

Exec AGM and County AGM to be combined to £75, £50, £25, £25

£75

£50

£25

£25

**12. Draft County meetings.**

A draft county meeting s list was circulated and agreed.

A concern was raised regarding the last meeting in January but as we have not decided on the county calendar dates it was agreed to wait and see what calendar of dates was agreed for Wales's finals and county dates before changing.

**13. Year Book**

Nia noted that the year book is in hand and that she has asked for all reports to be handed in from clubs and officials by the 13<sup>th</sup> July.

She has also written to Rhiannon inviting her to act as Editor

She noted that she had not received any response from Lucy Kiff and Aled Thomas who had been elected to take on the role of advertising co-ordinators and had therefore gone ahead and written to businesses requesting support for the year book in terms of advertising.

**14. Annual Report:**

It was agreed to continue with the Annual report and Karen kindly agreed to act as binding co-ordinator

**15. Queen's Ball 2018:**

7<sup>th</sup> December Tom Collins Band confirmed.

Venue: Brithdir Hall. 12 Stewards 1 per club

Pricing to remain the same.

**16. Nominations for 3 co-opted members for the County Executive AGM:**

Ros Bushell, Karen Jones and Anthea Phillips were suggested as the three co-options

**17. Staff Matters:**

Reimbursement for RWAS - £130 passed.

Expectations of County Organisers Job – looking at things like Rally Day/Rally night. Is it fair to be expecting her to do this as part of her role? Should we be looking at something else in place to help this – long day? To discuss this with Nia as County Officials and how to progress this. County Officials and Tom as Events Chair.

Also links to Field Day and Queens Ball and any comps day that goes into the evening.

**18. Any other business:**

Bro Gwaun- Ros noted that works were due to be carried out at Ysgol Bro Gwaun but that we should check. – Nia noted that Des had already mentioned this last year and that once dates were in place she would speak to Wendy Rowlands

Wales YFC meeting –It was agreed at the last council that Wales YFC would no longer provide lunches for delegates unless requested. A discussion followed and it was agreed to pay for lunches

Ann Phillips Davies congratulated Non and her riders on the bike ride and noted that a fabulous sum had been raised and in light of the terrible stories that had come from the AGM it was heartening to see that Pembrokeshire YFC offered good news.

Neil requested a meeting for clarification of the role and expectations if he is to take on County Treasurer.

**19. Date of next meeting**

Meeting closed at 9.10pm