

PEMBROKESHIRE FEDERATION OF YOUNG FARMERS' CLUBS
MINUTES OF THE BOARD OF MANAGEMENT COMMITTEE MEETING
16th January 2019

Present: 10 as per the attendance book.

Chairman's remarks

Karen welcomed everyone to the first meeting of 2019. She noted that there have been lots of changes since the last meeting in October. A warm welcome was extended to Charlie to the meeting.

Apologies for absence

Ann Phillips Davies

Minutes of the last meeting held on 17th October 2018

These were read through and signed.

Matters arising

Non gave an update regarding the Defibrillator, the day after Nia left an email was sent to Non with contact details for Liz and Bryon in Glamorgan however she has had no luck in reaching them. Non contacted Heart Wales who are the leading heart charity for Defibrillators. She has applied on behalf of Pembrokeshire YFC for a quote, for two Mobile Defibrillators it would be £1990 plus postage, all training is included and there is no limit on people. Non said that she will pay the additional for postage and will discuss with Owain once he has started to make a payment and arrange training.

Correspondence.

Letter received from LHP regarding a quote for Quick Books Online Software as they believe thought this might be easier. The letter and quote was read out, will include two sessions of two and a half hours training session. All members agreed that following on from the time we've had difficulties with account it would be beneficial to go ahead with the quote.

Review of Queens Ball

Tom Bevan gave the report. Figures show an increase in security as there were more of them, PA provider also increased and there was a change in lighting which saw an increase. 'Sick Sand' was an extra expenditure. YFC letter - didn't have the cost of the marquee entrance.

Hire of bar costs £75.

Ex bar stock exp - 8015

Ticket income 7344

Pre sales 6384 on the door - 960

Total 596 tickets

Up from (3000 in sales) in 2017

Bar took - 12974.92

Profit - 8127

Total profit 7655.79

Karen said thank you to Tom. Tom then thanked everyone who helped.

An email was received from Olwen which was read out - copy of email given to Tom. All agreed that they were valid points and that it was good to have feedback. It was also noted that one of the bouncers was alarmed that we didn't have a first aider/ St John's in attendance. Something to look into as a potential welfare issue.

It was agreed to review the layout and cost for doors. Tom noted that if it continues to grow will need to look at more bar staff and stewards, our max number of people is at 700 in the current layout.

The reception was discussed, many felt it has gone too big these days. It requires a lot of hard work, as well as financially demanding and no other county does it to the extent that we do. It was suggested should we look at holding a different event for County Stewards/ Officials? It was also queried was it a reception for Queen's and Male Ambassador to invite who they want? Or should it be strict? Should it be a drinks reception only? It was noted that it could put people off applying for the role. The committee agreed that this should be thought of for next meeting and that the county list be reviewed. Tania said that she had already looked at the list and will send that into County.

The date for the 2019 Queens Ball was set as 6th December 2019.

It was also raised to look at the cleaning up and taking down at night. Tom agreed that it could be looked at as long as people will come back Saturday/Sunday to clean up.

Tom also noted that two fines should have been issued to South Pembs and Martletwy YFC for not providing clean up stewards. This will be looked into to see whether they have been issued and a query was raised regarding South Pembs as Martha was there until the end. This will be looked into.

Check if fines have been issued and matter regarding South Pembs

Finance

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

No report as a treasurer has not been appointed. Karen noted that we are no further forward with knowing if he wants to be a treasurer. Karen as Chair has agreed to contact him to say that we have had to appoint someone else - the committee agreed with this. The committee were reminded that two names have been put forward last time - Caroline Lewis and Sian Lawrence. It was also noted that Nicola Owen would do it but she is currently busy and it would be if we were stuck. Committee agreed to ask Caroline first and see what she says.

(b) Dates, Venues & Admission prices for future events
Discussion took place in previous meeting.

Membership

Do not have a figure at present.

2019 County Annual General Meeting

Karen noted that since our last meeting we have received an invoice for £136.50 for the 2018 AGM. As a committee we were not aware that we would be charged. Emails have been checked and when booking/making enquiry in July the form and costs were emailed to county. As this has been booked on costs, have to be paid for 2018. The committee asked for it to be checked if it has been paid for.

Check if the council have been paid

(a) Venue

It was asked if we hold the AGM in Chambers if it costs or see if Sam or someone can check if we would have to pay, the committee agreed that this should be looked into and agreed that if we don't have to pay or we can have a discount we would go back there. To be looked at for the next meeting.

Speak to Sam & Elwyn to see if they can help.

(b) Date

This was set in the last meeting as the 18/9/2019.

2019 County Training Programme

It was agreed to hold this again at the Narberth Rugby Club and to continue in the same way. It was agreed to hold on a similar date with people taking charge of the following;

Chairman - County Chairman and Past Chairman.

Secretary - County Organiser and secretary award winner.

Minute secretary Tania and 1 other.

Treasurer - see who we have as treasurer.

The Club Leaders training was discussed. It was agreed that this should be referred to as a "get together" rather than training and it should be more like the night at the Glen.

County 100+ Club

Draws as usual in Talent with extra draw in Talent

County Harvest Festival

It was agreed to hold a county Harvest Festival and Templeton to be invited to host.

Templeton to be invited to host

Staff Matters

The Chairman noted that the last time we met; we were going through the process and have since interviewed. A new Organiser has been appointed - Mr Owain Lewis, congratulations were extended. The Chair confirmed that there were five on the panel and these were Katie Davies, County Chairman, Iwan George, County Vice Chairman, Karen Jones, Board of Management Chairman, Richard 'H' Lewis, County President and Anthea Phillips, Board of Management member.

The chairman explained that Owain should be with us in February and we were looking forward to welcoming him. She confirmed we would be tightening up on quite a few things such as TOIL and Travelling etc, as this is the opportunity to do

so. The Chair confirmed that the contract is being updated by Lewis & Lewis in order for it to be more up to date. This process will incur cost but all agreed that this is important. There will be a new contract by the time Owain is in post, it may need to be amended once we become CIO but we can look at that closer to the time. It was confirmed that the Board doesn't need to look at it just the staffing committee. Karen stressed that there were no big changes as such - just tightening up and reviewing.

Karen also highlighted that Sian is in the office on her own and there is a lot to do. She has been brilliant and we really appreciated for her going above and beyond what she needs to do. All agreed to give her an extra two paid days off in recognition.

It was also noted that if anyone speaks to Sian, please note your appreciation for the hard work and extra work. Also to remind clubs that it is only Sian in the office so please don't leave things until last minute.

Any other Business

It was noted that Rob Thomas lighting has not been contact for Welsh and English Talent this came to light following a conversation Tom had with him. Tom said that if Rob is not available for the practice nights but Tom is happy to be there. Following this it was agreed to check if Rhyswyn has been booked. As well as if the practice nights for both Welsh (one night) and English (two nights) have been booked.

Following these discussions, members of the committee offered to help if needed.

It was also noted that Fishguard School will not allow smoke in productions. This is to be cascaded out to clubs.

Also as no Technical Risk Assessment form has gone out from county clubs are to be requested to bring what they want in their production to viewing night.

A reminder was said about the 80th Anniversary Dinner and it was noted that we were nearly at capacity. Also that Will Prichard would be guest speaker.

An update was requested regarding the CIO. This was noted to be ongoing. We are under the belief that it has been sent off but are checking up on this as we have not received any correspondence.

It was also asked that if members want a dance after the Wales Field Day to decide ASAP.

To confirm date of next meeting

Wednesday 13th March 2019

The chairman declared the meeting closed at 9:22pm