**DRAFT MINUTES OF COMMUNITY GROUP BUSINESS MEETING**

**Thursday 9th May 2019**

**Present**

DO, JH, LA, CH, GJ, SB, EB, JB.

1. **Welcome and Apologies**

Apologies were received from GE and CMH.

1. **Approval of Previous Minutes**
   1. Matters Arising from Meeting of 4th April 2019

Minutes of both the Discussion and Business Meetings were accepted by the committee and will be signed off after approval by the community at the next full meeting.

1. Car Boot Sale – 27th April de-brief (incl storage) HH

Following cancellation of first CBS owing to storm Hannah, it was agreed that in future, cancellation would take place in the event that the Met Office declares, 48 hours beforehand, that a named storm will be passing over North Wales. Additionally, if a local weather warning is issued.

LB will be present to do first Aid on May 18th.

1. Memorial Hall Committee Representation HH

It was agreed that having representation on the Memorial Hall Committee would be very beneficial for both groups. **LA** offered to make herself available for this as a representative of the Community Group.

1. Traffic Calming GE

Email correspondence provided by GE indicated 20 mph signs will now be erected in the village no later than May 2020, as part of the scheduled Traffic Restriction Orders for the eastern and rural areas of the County.

1. Rowen Welcome Sign CH

CH advised that we need a license from Streetworks to carry out the installation – this will cost £285. Alwyn Jones Ltd, who have such a license, have offered to do this pro bono and discussion with them re Form 171 application form are on-going.

CH also advised that the Planning Permission only lasts for 10 years.

1. Village Bunting GJ

Carnival Committee have offered to pay for this. Their budget will provide bunting along part of the Carnival route - on the Llanerch estate road to the Hall.

SGn & JB have offered to make it with donated material.

It can be used for Open Gardens as well as other events in the village.

**GJ** will go back to PW and SGn to establish whether there is more material and whether SGn et al would be willing to make more. If they are unable to then the Community Group would consider buying more for other parts of the village.

EB did query whether we should look into more durable material.

1. Croeso Banner LA

LA has obtained a quote for 16’ x 2’6” @ £92 from a local banner maker. She advised that permissions are needed. Conwy needs all the details of our usage to go on the form. £31 fee to enquire.

**SB & CH** will do a site visit to look at height clearances and ideal length. **SB** will then get a revised quote.

1. Christmas Lights CH

CH advised that a preliminary chat had been had with Ty Gwyn who are enthusiastic about having a tree which could possibly go in their wall border by the road approx. 20m East of the entrance to their walled garden. This site could minimise any negative impact of light pollution on residents.

LA has spoken to Will who can provide and deliver a 15’ cut tree for £100. Any taller and a crane would be needed and this was considered impractical, expensive and unnecessary. It can be cut to sit safely in the ground, the hole for which needs to be 3’ deep, 18” diameter. **CH** to liaise further with Lisa. **CH & SB** will inspect this site.

It was suggested that the local businesses might sponsor the tree and **GJ** will contact them.

**EB** will investigate powered lights for a 15’ tree.

It was also suggested that

1. Craft Club and Ty y Fae might like to make the decorations
2. A dignitary might turn on the lights
3. A risk assessment needed to be made – SB offered
4. We might look at the cost of a smaller, but rooted tree – LA to enquire

1. Tal y Bont Cenotaph Restoration GE

Carried forward

1. Community Council Representation CH

It was agreed to ask Jimmy Logan if he would like to attend the Community Group Meetings as our Community Council representative – **HH** to do this.

1. Village Parking HH

The Llanerch parking area is actually classed as a highway. It is not within our gift to influence parking but we will ask **GE** if there is anything else that could be done.

1. Toilets JH

These are currently out of order (subsequently learnt from Jimmy this was due to a burst pipe).

**JH** will talk with Ryan, get some photos taken and then speak with Conwy.

Cefn Cae has had members of the public using their loos.

We need them open for the CBS.

1. Policy Review JH

CBS Risk Assessment does not mention kitchen activities.

**EB & HH** to complete Risk Assessment

What does the First Aid box in the Hall contain? **LB** will bring her own.

Safeguarding children – a sign will be made to let parents know they are responsible for their own children. **GJ** to give copy of Cefn Cae’s documents to JH.

Dogs to remain on lead.

**JH** will review our other Policies and HH provided hard copies of what is on file.

Re volunteers, **DO**’s daughter works with them and will obtain their volunteer policy, as will **CH** re Snowdonia Society’s.

Welsh language policy important for grant funding applications, though we need a specific project for any grant eg children’s outdoor equipment. See what feedback we get from PW’s summer activities.

1. Insurance – “Contents” CH

With an annual premium of £56, and an excess per claim of £250, we have changed course and will self-insure the flagpole (£350) and sign (£450).

1. Fly Tipping HH

This has been a perennial problem in the area but recently especially by the bus stop. We need to encourage photos to be taken of offenders in the act, ideally, otherwise of the waste and send them to GE. This will put in motion the Council clearing it.

**HH** to ask JL when the next community skip will be in Rowen.

1. Additional Activities including Fundraising ALL

Winter Festival

Auction of Promises

Pub quiz

Christmas party for the kids

Christmas pantomime

Pensioners Tea

60s night

Best Veg Competition – in association with Gardeners’ Club

Does the Memorial Hall put on evening entertainments for the village?

**AOB**

Bankruptcy disclaimer still needs to be circulated by **CH**.