**GRWP CYMUNEDOL ROWEN COMMUNITY GROUP**

**DRAFT MINUTES OF EXTRAORDINARY GENERAL MEETING**

**Thursday 31st January 2019**

**PRESENT**

27 people

**APOLOGIES**

None received.

**MATTERS ARISING**

*Welcome Sign for Rowen*

GM gave an update. A final amount of £190 has been required by Conwy Council. The Planning Committee will be considering our application at the next meeting and we will be informed of their decision within the next 8 weeks.

**PURPOSE OF MEETING**

*To establish if a new committee can be formed to allow the Rowen Community Group to continue.*

GM, JM, JL, CMH and GE were willing to continue as members of the committee however as discussions progressed through the evening GM, JM & JL decided subsequently to resign.

**Election of Committee**

Various people put their names forward or were nominated and willing to stand and were elected as committee members without objections raised:

LA (by proxy as she was unable to attend the meeting herself), HH, CH, DO, JH, JB, EB, GJ and SB.

Thank you to others who were also willing to stand if it had been necessary to make the committee viable: PJ, JB and PMcF.

There was discussion around the desired nature of future meetings to encourage greater participation. Points covered included:

* The need for acceptance of each contribution brought in a meeting
* The need to value and respect each individual present
* The need to accept different points of view
* The ability to disagree respectfully and kindly
* The openness to engage with any new suggestions
* Have a code of conduct
* Inclusive
* Be a listening committee
* Fresh ideas are welcomed
* Transparency and openness
* Apology from RH on behalf of an earlier committee for the barriers and offence caused by the physical set up of the meeting
* ‘Open’ v ‘closed’ committee meetings
* Ability to come to clear decisions
* Ability to take majority approved actions
* No fighting
* Not open-ended
* Balance needs within the village
* More people would support the meetings
* Able to recruit more volunteers for Community Group activities
* Looking forward not “back in anger”
* Work together as a friendly group

This brought out three suggestions:

1. The Community Group explores ways to improve the flow of meetings.
2. The meetings are held in two parts:

The first section of the meeting will be a discussion forum for all to make their contributions on the agenda items. The second part will be a business forum for the committee, and any others needed, to deal with the details of action planning from that meeting.

1. That minutes are made available on-line on both village and community websites along with being on the Memorial Hall noticeboard.

ACTION: These will be considered further by the **new committee** and any new proposals will be brought to the next meeting.

**CMH** to give website password to HH.

It was agreed we wanted the Community Group to be making its positive contribution to the village to ensure there is a vibrant community here in years to come, one which celebrates its heritage for future generations and embraces new ideas.

**Election of Officers**

Chair: CH

Proposed by PMcF. Seconded by RH

CH advised the meeting that he would not be able to be as ‘hands-on’ as past Chairs practically at events but is committed to helping meetings run smoothly and ensuring agreed actions/projects are delivered in a timely manner.

Vice Chair: JH Proposed by EB. Seconded by PMcF

Secretary: HH Proposed by EB. Seconded by CMH

Treasurer: JB Proposed by DB. Seconded by PMcF

ACTION: **Each officer** to arrange handover of essential documentation with previous officeholder.

**TREASURER’S REPORT**

Assets stand at £3,720.

£2,100 has been given to various charities.

A request was made for more to be spent within community. The committee would happily consider any suggestions.

ACTION: **Community members** please make your requests known to anyone on the committee. The contact details for the new committee will be made available.

JM & GM and team were praised for the excellent Village History Evening they organised in September last year. A desire was expressed to build on this going forwards by HH and others.

ACTION: For future discussion at next meeting.

GE stressed the need to build consensus in planning future activities and encouraged finding the right balance in managing our success with visitors. He also reminded the group about the Rural Development Fund as a possible source of funding.

An observation was also made that some people would be able to participate more in the meeting if there was a hearing loop in the hall.

ACTION: **Community Group Committee** to follow this up with the Memorial Hall Committee.

A further request was made for how we can mark Remembrance Sunday in Rowen in future years. A proposal for an enamel sculpture of poppies and soldier to go on the village green in Rowen and a wreath to be laid at the cenotaph in Tyn y Groes was submitted and approved for costing.

ACTION: **HH** to get further information from HR.

**CAR BOOT SALE**

The success of the Car Boot sale was recognised by all and there was an overwhelming desire for it to continue.

It is clear more volunteers are needed to ensure it can run throughout the year, particularly in the kitchen. The offer was made by PW for the Ti a Fi group to help out on one weekend in the year.

ACTION: **Committee** to discuss how to recruit more volunteers and plan this year’s Car Boot Sales.

OTHER BUSINESS

*Village sign*

This needs to be stored in a different venue.

ACTION: **GJ** will arrange a new location for storage along with collection from S.

*Public Toilets*

Background: Currently owned by Conwy County Council, Caerhun Community Council pays for cleaning. Open April to End of October. A program of works was identified and started by the council.

Discussion covered:

* When will the works be completed?
* Possibility of the Community Group doing superficial work for a better appearance.
* Stretched Council budgets and their desire to enter into service agreements with community bodies regarding eg public toilets.
* Possibility of the Community Group taking responsibility for running them.
* Charging for their use.

ACTIONS: **PMcF** to chase up progress with programme of works.

**GE** to provide information on the options available to us.

**Committee** to contact other groups already running their own public toilets.

The meeting was closed with a big thank you to everyone for coming and also to the previous committee for their hard work. There was a clear expression of support to GM, JM, JL along with a strong desire to see the Car Boot Sale continue to flourish.

**GRWP CYMUNEDOL ROWEN COMMUNITY GROUP**

**DRAFT MINUTES OF COMMITTEE BUSINESS MEETING**

**Thursday 31st January 2019**

**PRESENT**

SB, EB, JB (Treasurer), HH (Secretary), CH (Chair), JH (Vice Chair), GJ, CMH, DO.

1. **HANDOVER**

1.1 Change of signatories is required for the bank account. These were agreed as: JB, CMH and DO.

ACTION: **CMH** to arrange all necessary forms for outgoing and incoming committee members to sign next week.

* 1. Saying thank you to outgoing committee members. It was agreed to buy each person (GM, JM, JL, SD) a gift.

ACTION: **EB** & **HH** to purchase and deliver

*[****Ed Note:*** *There were 2 other committee members who resigned at the AGM who we would also like to thank. These are PG, who served for the last 2 years and also made an invaluable contribution to the village history evening and also LJ, a valued committee member for the past year who was very active with the car boot sale and behind the scenes.]*

* 1. CMH presented outstanding expenses of £70 due to SD.

ACTION: **CMH** to make payment

*[****Ed Note: JB*** *please could you find out if other previous committee members have any expenses due?]*

* 1. AGM takes place in October/November.
  2. The hall is available for Community Group meetings on the 2nd Thursday of the month.
  3. Notification of meetings to be posted on the Memorial Hall Notice Board and both Village and Community Group websites with links.
  4. Payment for Thursday evening’s meeting is required.

ACTION: **CMH/JB** to settle this payment.

* 1. CH wanted to better understand the skills within the committee.

ACTION: **All committee members** to email skill set to HH by the next meeting.

*[Ed Note: CH will send a skills audit for use by any who would find this helpful]*

1. **CAR BOOT SALE**

2.1 The committee are keen to be working with GM, JM & JL on the car boot sale going forwards.

ACTION: **EB** & **HH** to meet and discuss this with them further and/or have a handover, obtain any useful contact details, documentation, equipment etc

**EB** & **HH** to get proposed dates for 2019 from G&JM

2.2 CMH asked for fresh eyes on the *risk assessment*. Concern was expressed about safety in relation to moving vehicles and children on site. It was agreed that the risk assessment will be reviewed.

ACTION: **SB** to take a lead, investigate online and with the Tal y Bont team. To feedback to committee by beginning of March & liaise with **CMH**.

**HH** to give SB contact details for Tal y Bont car boot sale.

2.3 Interest was expressed in involving the local craft community in different village events to find ways of supporting these local businesses with a sales outlet and also developing links with Rowen Craft Group.

ACTION: **JH** & **HH** to explore further and bring to next Community Meeting for discussion.

2.4 *Refreshments*

The suggestion was discussed for different groups within Rowen volunteering to help/take responsibility for the refreshments in the hall. This could introduce new people to the car boot sales and increase support.

ACTION: To be discussed further.

1. **DATE OF NEXT MEETING**

To be agreed once date of first car boot sale is confirmed by **EB** & **HH** with GM.

It was observed that a communal calendar of events on the website would be really useful.

ACTION: **HH** to follow up on-line calendar with PMcF.

*Post meeting - dates agreed:*

***Next Rowen Community Group Meeting Thursday 4th April 2019***

***First Car Boot Sale of 2019 Saturday 27th April***