

Meeting of Girlguiding Clwyd Executive Committee

Wednesday 2nd February 2011

Present:	Mary Steele	County President
	Jane Bevan	County Commissioner
	Alison Willington	Assistant County Commissioner & Chair of Guiding Programme
	Megan Jones	Assistant County Commissioner & County Treasurer
	Chris Wykes	Chairman of Adult Support & Training
	Chris Jobson	PR and Recruitment
	Mary Turner (Fred)	Chairman of Ty Clwyd Management Committee
	Isabel Blore	Division Commissioner Wrexham
	Lynn Denney	Division Commissioner South Denbighshire
	Donna Jones	Division Commissioner West Flintshire
	Margaret Lusted	Division Commissioner for Colwyn
	Ann Egan	Representing Colwyn Division
	Alison Roberts	Assistant Division Commissioner for Berwyn Division
	Debra Smith	Division Commissioner for North Denbighshire
	Helene Wilce (Warren)	Division Commissioner for East Flintshire

In attendance: Karen Evans County Executive Administrator

Apologies: Denise Morris

1. Jane welcomed everyone to the meeting
2. Minutes of the last meeting (Wed 24th Nov) –confirmed and agreed as being correct. Signed by Jane Bevan
3. Appointments and Resignations:
 - a) **UK** – None known
 - b) **Wales** – Viv Craig - Deputy Chief Commissioner for Wales
Lesley Mathews - Deputy Chief Commissioner for Wales
 - c) **Council** – Nominations needed asap, for 3 year appointments
 - d) **County** – none to date
4. Matters Arising
 - a) **County Directory** – directory has been emailed out to exec many thanks for those people who have made amendments and contacted Jane, can any further amendments be sent to her asap. (**ACTION – ALL**)
 - b) **Wrexham HQ Constitution** - the revised constitution was brought again to the executive committee further discussion took place. Some further amendments have been suggested. Isabel to take back and bring back to next exec. (**ACTION – IB**)
 - c) **Bank Accounts** – Lists of those details still outstanding distributed via email – please send Meg any outstanding information (**ACTION DIV COMMS AND DISTRICT COMMS TO CHASE AS MATTER OF URGENCY**)
 - d) **County Bulletin** - If anyone requires a paper copy of the bulletin please send name and address to Karen Evans. Web Author will now email each division commissioner when a new bulletin goes onto

the county website. In turn we ask that they notify the District Commissioner who will inform her district. It is the District Commissioners responsibility to ensure those who do not have access to email are sent a paper copy. If there is anyone who is not linked to division/districts/units who you think would like a copy of the bulletin please send their name and address to Karen Morris . **(ACTION ALL)**

e) **Subscription and GO! 2011**

- Go must be updated. All details must go on; every member girl and adult who is part of a unit must be registered otherwise the Leader is committing fraud. Further to this if members are not registered they will not be insured when involved in Guiding events.
- All subscriptions **MUST** be paid by **22nd February** Division and District Commissioners shall ensure that guiders are able to access their invoices.
- If any unit has problems paying their invoice they must speak to the District/Division commissioner who will ensure payment is made. Payment must be met by the district/division with the understanding this will eventually be reimbursed by that unit.
- Following discussion at the county executive meeting it was agreed that any units who state there are errors with their invoice because girls were not taken off by the deadline (30th January) then they must pay as it was unanimously agreed there had plenty of warning to do this. If the unit cannot pay then payment must be met by the district/division.
- If there are errors to invoices other than this the invoice needs to be printed on coloured paper and signed by the County Commissioner if she agrees.
- Karen emphasised the point that GO! must be kept up to date. Some units had not updated GO! since the last subscriptions; this is not acceptable.
- The District Commissioner should be the first person the unit leader contacts to make changes regarding adults on GO! then the Division Commissioner., Karen Evans should only be contacted by Division Commissioners when they have a problem that needs to be addressed all other members should contact their District Commissioner / Key User.
- Districts where there is not a commissioner need to have a person responsible for making adult amendments to GO! Please send the details of this person to Karen.
- A recurring problem are a senior section members of Ranger Units that are also a young leader with another Unit who have been entered twice onto GO! In this instance they will be charged twice for subscription. Leaders need to communicate to ensure this doesn't happen and pass on Registration numbers when girls either leave their unit to join another or are involved with more than one unit. Girls of this age will know if they have been a member in a previous Unit. Be aware members may be entered using first and middle names so explore all avenues before creating a new registration number.
- If anyone has any queries about GO! or would like further trainings in their Guiding areas please get in touch with Karen Evans

f) **Qualifications, Long Service and Awards** – Chris Wykes is responsible for all UK and Wales awards. Chris has provided a pack on all awards available for District and Division Commissioners, please consider people in your area for awards. The County Commissioner is responsible for County Thanks Badges, nominations to Jane please. Division Commissioners are asked to send a list of all long service awards due in their Division to Ann Jackson **(ACTION DISTRICT AND DIVISION COMMISSIONERS)**

g) **Clecs Clwyd & Llais Y Ddraig** – County Commissioner has received one nomination, more are needed please contact Jane **(ACTION - DISTRICT AND DIVISION COMMISSIONERS)**

h) Council Members – nominations / volunteers are required for warranted Leaders who would like to become a member of the Girlguiding Council for Wales. This involves attending one meeting a year in Newtown which is followed by the Girlguiding Cymru AGM. It is a chance to feedback your views on Guiding matters selected for discussion by Girlguiding Cymru. Membership of the Council would be for 3 years, please contact Jane (**ACTION - DISTRICT AND DIVISION COMMISSIONERS**)

i) FFF's – The County Commissioner requires these to complete the annual report. Please complete and forward to Jane asap. (**ACTION EVERYONE**) Jane to send out blank FFF forms (**ACTION JANE**)

j) Mentors – To be a mentor it is recommended that the member has attended a mentor training. The minimum requirement is that the mentor should have the qualification they are mentoring and enough experience and enthusiasm to be able to mentor effectively.

5. Division News:

Berwyn: Division held a Rainbow Christmas Party; many units attended the county Pantomime

North Denbighshire:

Guides – sadly 8th Rhyl Guides has closed, 11th Rhyl Guides are hoping to arrange for their new flag to be dedicated at the next church service.

Brownies 6 Brownie units attended the Pantomime, 1st Rhyl have contacted the owl trust to visit their unit. 3rd Rhyl along with 5th and 11th Guides have taken part in the SOS challenge for the Lifeboat Association, they raised over £300. 4th and 8th Rhyl have completed their first aid and advanced first aid badges, and 5th Rhyl are taking the whole service at Christchurch on Sunday 6th February

Rainbows – 8th and 5th Rainbows are holding a coffee morning on sat 12th Feb. at 10 am

There is to be a division Royal Wedding Street Party on Sunday 10th April

Thinking Day Sun 20th Feb – Rhyl Town Hall – Dances from around the world

South Denbighshire – Sadly Clwyd Vale Ranger Unit has closed. Clwyd Vale District had a very successful Vision Event

West Flintshire: Had a successful Jewelry making weekend and plan to have other weekends with other crafts.

East Flintshire: After an extremely hectic Christmas most Districts have decided to concentrate on having a quieter steadier time this half term. Two districts are having a district event for Thinking Day, the others are keeping celebrations unit based.

Hope district is looking for a new district commissioner with Paulette having completed her term of office.

Buckley district all enjoyed the pinto (190 of them) 14 leaders are going on a 1st aid training this weekend.

Two brownie packs have a pack holiday planned for Easter. One guide company have booked to go to Austria this August so are fundraising.

Hawarden District are planning a social event and sharing good practice this term

Deeside District had a great Carol Service. One brownie pack is away for the day on Thinking Day. There have been a flurry of new leaders, and one leader is doing her residential licence this weekend.

Unfortunately Sealand Brownies has had to close due to lack of members.

Colwyn – 1st Colwyn Bay Guides and 8th Colwyn Bay Brownies sang carols at the local old people's home.

Wrexham: 1st Brynteg rainbows brownies and guides - made over 38 full size 8inch Christmas cakes in brownies and guides. Brynteg rainbows performed nativity story. 1st Acton Guides – December: Christingle at St. Johns Church. Cinema visit to see 'Mega Mind'. Fish and chips party. January: Theatre Clwyd Panto. Rhosddu Brownies - The Seasons badge has been completed and the Brownies have enjoyed working on this learning about the stars and constellations; also made apple crumbles. Had a Tramps Supper , dressed up and had sausage & chips Tramps style. A discussion about the homeless and a story about John the Tramp and Marley his dog helped to make the girls understand more about the Homeless. At the beginning of December the Brownies organised a Silent Auction as a Fund Raiser towards Funds. The girls are now starting to work on their World Guiding Cultures and Issues Badges. All the girls completed the Adventure 100 Badge. Marford Guides made lanterns for Wrexham's Parade of Light to mark the start of the Year of Culture. Garden Village brownies took part in the parade too as well as Marford Guides. Last minute leader's sleepover when Bron was cancelled; Yale district have had a leader's weekend at Chirk. Several units when to the panto in Rhyl with Clwyd. Successful Division planning meeting has been held, lots of ideas put forward including fun days, guide activity day, Division outings etc. First aid & Food Hygiene courses arranged for March. Plans in progress to open 3 new units in March.

6. **Treasurers Report** – Tabled. The Treasurer has produced a form for girls to complete and send to the County Treasurer when applying for a County Bursary to help with the cost of International Selection trips. This will make the process easier for the girls and was approved by the executive committee. It will be available to download from the county website. Meg has produced two other documents which will help adult leaders within the county the first on charitable status and trustees, the second is a useful resource regarding bank accounts. Again these will be available for members to download from the county website.

7. **Marketing & Recruitment (PR)** –

A recruitment team is needed within the county because the county is fortunate to have a large membership the job is too big for one person. The team shall meet once a year and keep in contact via email. A representative is required from each district/division. Please send names to Chris Jobson via email owljobson2000@yahoo.co.uk as a matter of urgency. **(ACTION - DISTRICT AND DIVISION COMMISSIONERS)**

Trailer – We now have a date to prepare the trailer for painting and it will be ready by Easter

Photography – the PR Team are looking for a person to co-ordinate the photography team, it does not need to be someone in guiding. They have a volunteer to collate all the photographs and discs from the centenary year but also require someone to collate following years photographs, names to Chris Jobson please **(ACTION - DISTRICT AND DIVISION COMMISSIONERS)**

PR - The County is having a stand at Glyndwr University on Thursday 24th February from 10am-3pm anyone interested in helping please contact Chris Jobson **(ACTION - ALL)**

Ty Clwyd Management Committee – the PR Team would like a volunteer to come forward to sit on the Ty Clwyd Management Committee with responsibility for publicity (to include flyers, brochures etc)

After many years of service Lynn Denney is resigning from the PR team. The PR Team would like to thank Lynn Denney on behalf of the county for all the work she has done for many years for PR
For more information on any of the above please contact Chris Jobson

8. Adult Support & Training

- Report Tabled
- County Training Day Flyer – please encourage people to attend
- Spare to Share – encourage people to attend – lots of people have lots of skills let's share them.
- 1st Aid – train the trainer – County willing to pay for someone to go to the training. They would be expected to run 2-3 first aid courses a year

9. Guiding Programme

- Report tabled
- Cross Sectional Fun day – Theme is Space, Flier given for each unit, will also go out via email direct to units over next week
- County Music Competition for Guides to be organised – G Festival
-

10. Llais y Ddraig – names to County Commissioner for representative please **(ACTION ALL)**

11. Clecs Clwyd – names to County Commissioner and Senior Section Adviser **(ACTION ALL)**

12. Ty Clwyd Report

- Managers Report tabled
- Discussion took place on proposed land swap. Maps and pros and cons of proposal to be put forward. Exec felt this was a good proposal. To be discussed further at Ty Clwyd Management meeting.
-

13. County Commissioners Report Correspondence

- Invite received from Wirral – 'look beyond'
- Talk Back Sheets – none received, please encourage people to download from county website and send thoughts back to county. Ideas always welcome – what do you like in County, what would you like to see in County, are there ways we could improve?

Girlguiding Clwyd

1. County Commissioner would like a list of all units which have opened in the last year, who the Leaders are and who their mentors are. Some have come in, many thanks, please continue to send in to Jane **(ACTION DIVISION AND DISTRICT COMMISSIONERS)**
2. Flow charts are being produced to help with guiding processes within the county e.g. ALQ, residential events e.t.c. if anyone feels there is a particular process in guiding which would benefit from a flow chart please send in a talkback sheet to the County Commissioner. It was suggested that leaders could become involved with this process at the county training day at Ty Clwyd in October. A list of suggested flow charts to be sent to Chris Wykes **(ACTION JANE)**
3. Division Commissioners – please provide a list of all mentors in the division and who/what they can mentor e.g. Camps, Rainbow Residential, Brownie ALQ, Commissioners e.t.c – please continue to send these to Jane **(ACTION DIVISION AND DISTRICT COMMISSIONERS)**
4. Congratulations to Karen Evans who has received a Chief Commissioner of Wales Award for all the work she does within the county and primarily for her work with GO!

5. Please encourage leaders to use our county website there is lots of information uploaded onto it including the County Bulletin, County Executive minutes, Events, Activity, Training Flyers and flow charts and information to help with Guiding Processes **(ACTION DIVISION AND DISTRICT COMMISSIONERS)**
6. CRB's and GO! – Karen has produced a report on the new way new volunteers are now inputted onto GO! and how references are obtained. Any queries please get back to her.
7. County Weekend – Bron 2012 – Chris Wykes will book Bron for 2012 with the demise of formula funding we are waiting to get an idea of cost. What format would people like to the weekend? **(ACTION DISTRICT AND DIVISION COMMISSIONERS)**

- **Girlguiding UK**

- Girlguiding UK Chief Guide Liz Burnley is to retire – she aims to climb Kilimanjaro to raise money for motor neurone disease. She does not want any gifts on her retirement but has asked anyone wishing to make a contribution for the motor neurone charity, please send a cheque made out to Liz Burnley to The Lodge at Broneirion The County has decided to send a cheque for £50 **(ACTION MEG)**

- **Girlguiding Cymru**

- Over 65+ anyone already having come out of uniform may go back into uniform, this must not take place until after April. They may return as an assistant leader but not to the unit they left. This process should be through the district commissioner who will advise which is the best unit for them to join.
- All units must be registered on GO! otherwise they are not part of GGUK
- CRB's – It is not necessary to renew CRB's every 3 years however under GGUK policy, however Estyn does require 3 year renewals. County Commissioner to contact Wales/GGUK to gain advice on this as it will impact upon cost if we follow Estyn's recommendations **(ACTION JANE)**
- CRB's are not required for members under 18 helping out at events. They will however require a CRB if they are planning to work on their ALQ.
- Residential Forms are changing – Must be signed by DC. Please discuss at District and Division meetings **(ACTION DISTRICT AND DIVISION COMMISSIONERS)**
- Go Training – at Bron 13th February for 3 people – Karen unable to attend please contact Jane if available. County need someone who is computer literate who would be willing to spare some time to do some admin work, would involved generating reports and inputting data. Contact Jane. **(ACTION DISTRICT AND DIVISION COMMISSIONERS)**
- Soroptomists Speaking Competition will be running again this year– the Final will be held in October, local heats May-July – please encourage entry this is an excellent opportunity for girls and will look good on their CVs – more information on GG Cymru website
- RSPB project Units are encouraged to enter, it is a golden opportunity to gain publicity for both organisations and there is a badge for everyone participating in the challenge.
- Red Dragon – will now be emailed and be available to download from the GG Cymru website it will no longer be available as a hard copy
- Would girls like to have a Commonwealth Award and Queens Guide starter training weekend? Please feedback to The Lodge at Bron

- There is to be a new Guiding Star – Guides got talent – the final will be judged at next Girlguiding WOW Camp at Bulth Wells show ground in 2012
- WOW camp 8th-10th June 2012 £38 per girl
- Rainbows – 25th Birthday 12th May 2012 event on Olympics at Bron
- Brownies – 2014 – to have centenary themed mirroring UK events – all year
- Music – new book resource with disc – excellent resource
- OAA – new forms – The old residential forms can only be used for next 6 months members are encouraged to use the new forms.
- PGL holidays – Leaders **must** have a holiday licence although PGL state they don't and they are required to fill in a residential form and get their district commissioners consent. **(ACTION DISTRICT AND DIVISION COMMISSIONERS)**
- Please ensure that all leaders are aware that residential forms must be filled in and signed by their District Commissioner whenever they wish to take their girls away, please ensure all new leaders are aware of this. They should be made aware of it in their ALQ training. **(ACTION DISTRICT AND DIVISION COMMISSIONERS)**
- DOE – lots of take up now, anyone needing help please contact Claire in the office at Bron. All expeditions must be assessed by an accredited assessor and all supervisors must have attended a training course and have the certificate of training. Contact the D of E Adviser for further details.
- Walking – all leaders taking girls out should have level 1 or more training. Training can be done at county level. Adult support to look at including walking training at the county training weekend. **(ACTION CHRIS WYKES)**
- ALQ – 9th April Review at Bron – 5 people to attend from County. Jane Bevan, Chris Wykes, District Commissioner, Mentor and someone working towards their ALQ or newly qualified. East Flintshire to provide DC/Mentor and ALQ lady. **(ACTION WARREN)**
- Girlguiding Cymru website has a lot of information on it including Activities, Events & Trainings. Please encourage leaders to use this resource. **(ACTION DISTRICT AND DIVISION COMMISSIONERS)**
- **Any other Business**

Lynn Denney Thanked Jane for the opportunity to go to Kensington Palace

NB: ALL Divisions should be represented at County Executive Meetings

If you can not attend a County Executive Meeting please make sure that you inform the County Executive Administrator of your apologies AND who will be representing you at the meeting.

Date and Venue of Next Meeting – 20th April 2011 Edith Banks Hall 7.30 p.m.

NB: Dates Girlguiding Clwyd Executive meetings will be:

20th April 2011 – Edith Bankes Hall

29th June 2011

14th September 2011

26th October 2011