

# Minutes of Clwyd Executive and Planning Meeting 10<sup>th</sup> June 2014 at Ty-Clwyd

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## Present:

Isabel Blore – County Commissioner  
Ruth Davies – Assistant County Commissioner (North)  
Christine Dwerryhouse – Division Commissioner East Flintshire  
Lynda Walmsley – Division Commissioner South Denbighshire  
Lynn Denney – South Denbighshire Team  
Beth Taylor – South Denbighshire Team  
Donna Jones – Division Commissioner – West Flintshire  
Barbara Jones - DC Yale & Div Com Designate Wrexham  
Roz Benney – DC Maelor – Also representing Berwyn Division  
Sally Daly – DC Buckley  
Bev Davies – DC Hawarden  
Ann Lovatt – DC Hope  
Chris Hunt – DC Rhyl  
Emily Edge – DC Prestatyn

Chris Wykes – County President  
Meg Jones – Treasurer  
Jane Bevan – Outdoor Activities Adviser  
Hazel Webb – Adult Support & Training  
Wendy Malcolm – Join-Ups Adviser  
Jacqueline Duffield – DoE & Queen’s Guide Adviser  
Alice Lovegrove – PR Co-ordinator  
Gemma Flanagan – Brownie Adviser  
Kathryn Lovatt – Dyfodl y Ddraig Rep

1 Isabel Blore welcomed everyone to the meeting and thanked everyone for coming.

## 2 Apologies:

Alison Williams – Assistant County Commissioner (South)  
Alison Roberts – Division Commissioner Berwyn  
Ann Egan – Division Commissioner Colwyn  
Emma Rushton – DC Ruabon  
Lorna McHugh – DC Mold  
Judith Hudson & Heather Owen – Joint DC Allington  
Helen Walker – DC Offa’s Dyke  
Karen Evans – County Secretary  
Mary Steel – Ty-Clwyd Chairman  
Sheryl Barnes – Residential Adviser  
Pat Owen – Camp Adviser  
Catriona Bassey – International Adviser

Jackie John, - Special Needs Adviser  
Helen Partington – Senior section Co-ordinator  
Brenda Trickett – Trefoil rep  
Beryl Blackmore – BP & Guide Adviser  
Sharon Jones – Wrexham Div Guide rep  
Kim Savage – Wrexham Div Rainbow Rep  
Brianna Sutton – Wrexham Div Treasurer

3 The minutes from the County Exec meeting of 15<sup>th</sup> April 2014 were agreed as a true record

4 Matters Arising (Isabel Blore)

- a) Looking for more volunteers who would like to join the team as a ‘Meeter and Greeter’ for Ty Clwyd, please contact Lynda Walmsley. This involves meeting hirers on their arrival and ‘closing up’ on departure.
- b) It is important that all Division & District Commissioners have a team in place to support and plan this includes succession planning.
- c) Awards – we have lots of members within our County who could be nominated for awards please do have a think about who is in your area. A list of awards available with information are in the On-line Manual.

# Minutes of Clwyd Executive and Planning Meeting

## 10<sup>th</sup> June 2014 at Ty-Clwyd

---

- d) Brownie and Rainbow Funday 5<sup>th</sup> and 6<sup>th</sup> July – there are 346 booked in for the Saturday and 181 Rainbows booked in for the Sunday. Please let Gemma know if you are able to come and help on either or both days.
  - e) Operational Plan is underway but there are still some FFFs outstanding from Divisions; Berwyn, West Flints and Clwyd Vale to send theirs to Ruth Davies as soon as possible please so the Operational Plan can be completed.
  - f) Over 75s Policy – Isabel will be visiting all leaders/helpers who are 75 + from September 2014 onwards to discuss Policy and have disclaimers signed by the individuals concerned.
  - g) Contact information on GO! – All individuals to check that personal/contact information on GO is up to date and that all qualifications, training etc is accurate. If anything needs updating, please contact local Commissioner initially to have these corrected. – Address details etc can be updated by the individual concerned.
  - h) WOW Camp 20<sup>th</sup> – 22<sup>nd</sup> June Royal Welsh Showground – Several units taking part from the County. If anyone would like to attend as part of the Service Team for Safety and Security Duties, please contact Jane Bevan or Meg Jones.
  - i) Annual Review - Isabel reported that this went well and thanked Jane Bevan for the organisation. Thanks were extended to Lynda Walmsley and North Denbighshire Division team for hosting the event and providing refreshments.
  - j) Pamper Weekend – This went well and was enjoyed by those who attended thanks to Barbara Jones and Chris Wykes for organising this.
  - k) New Brownie Resource – Lynn Denney has conducted trainings with some Divisions; Colwyn, East Flintshire and Wrexham Division are to be arranged for next term.
5. Treasurer's Report (Megan Jones) - Meg is waiting to hear from CHQ re non payment from Units of Census 2014.
6. PR (Alice Lovegrove Jones) - a pitch has been booked at the Denbigh and Flint Show on Thursday 21st August. There are 8 entrance tickets available anyone wishing to help on the day to contact Alice Lovegrove Jones
- Alice is looking for new members to join the team and anyone who would be willing to act as photographer at events contact Alice.
- Isabel discussed the possibility of each District/Division having a 'PR Pack' for local events.
7. Outdoor (Jane Bevan)
- 'Camp Blanket' weekend/outdoor skills training at Ty Clwyd 26<sup>th</sup> & 28<sup>st</sup> September open to Adult Members and Senior Section Members.
- Jane is looking to work on a County/Girlguiding Cymru joint Outdoor Skills event for Guides and Brownies for September 2015.
- a) International – Isabel has suggested that Catriona be invited to attend Exec Meeting in September 2014 to raise awareness on International Opportunities.

# Minutes of Clwyd Executive and Planning Meeting

## 10<sup>th</sup> June 2014 at Ty-Clwyd

---

- b) Queen's Guide & D of E – 3 girls are now registered to work towards Queen's Guide.
- c) Camp & Residential – All forms for Camp to be sent via DC's to Pat Owen ([guidemail@btinternet.com](mailto:guidemail@btinternet.com)). All forms for Residential to be sent via DC's to Sheryl Barnes ([Sheryl.barnes1@btinternet.com](mailto:Sheryl.barnes1@btinternet.com)) ..
  - i) REN forms (Ruth Davies)
    - Would commissioners ensure that all relevant residential qualifications are on GO! prior to approving Residential Event Notification (REN) forms. Discussion around Risk Assessments requirements for all activities took place. RD to check with CHQ if Risk Assessment for everything is required or just 'Adventurous Activities'.
    - When assessments are required, would commissioners please ensure that the modules requesting assessment are relevant to the nature of the residential event.

### 8. Ty Clwyd Report Tabled

- 9. Adult Support & Training (Hazel Webb) – First Response Dates, 12<sup>th</sup> July 2014 Penley (directions to follow) and 5<sup>th</sup> October 2014 Hope Church Hall and a Renewal Course on 18<sup>th</sup> October 2014 (County Training Day).

We are looking for more Heartstart Trainers, at least one per division to deliver Heartstart to Guide and Senior Section Units and possibly older Brownies. Trainer does not have to be a leader but need to be 18yrs+

Does anyone have any ideas for inexpensive Venues for County Trainings? Please contact Hazel Webb with details.

- 10. Dyfodl y Ddraig (Kathryn Lovatt) – There is a North Event on 13<sup>th</sup> September for Senior Section Members at Ynysgain, Criccieth. 'Girls Voice' Event is to be delivered throughout the County – details to follow for both events.

Could the Dyfodl y Ddraig Reps have details of Ranger Units/Senior Section members from relevant Commissioners.

- 11. BP (Beryl Blackmore) – no report

- 12. Peer Education (Emma Lloyd) – no report

- 13. Trefoil (Report Tabled)

- 14. CC Report (Isabel)

- a) Appointments – Pat Owen as Camp Verifier ([guidemail@btinternet.com](mailto:guidemail@btinternet.com))
- b) Correspondence & Visits – Isabel and Ruth attended Girlguiding Anglesey AGM; Isabel, Ruth and Donna Jones (West Flints Div Comm) attended Flintshire District Scouts AGM
- c) Planning:

# Minutes of Clwyd Executive and Planning Meeting

## 10<sup>th</sup> June 2014 at Ty-Clwyd

---

- i) Join Us (Wendy Malcolm) – Wendy is working through all those unassigned on join us Division at a time. **NB It is imperative that receipt of contact is acknowledged as soon as possible after receiving it (Guidelines state 21days) – Please use the area for comments.**
- ii) Commissioner Handbook - It was agreed that these would be supplied by County to newly appointed Commissioners. There is no longer a commissioner 'pink file' to work through. Newly appointed DCs are to be mentored by Alison Williams (South) and Ruth Davies (North). Isabel will be mentoring newly appointed Division Commissioners.
- iii) LQ Mentors (Ruth Davies)
  - Mentors LQ Training on 23<sup>rd</sup> September 2014 (Venue to be confirmed but is likely to be Salvation Army Hall, Connah's Quay). A request for Residential Mentor Training was made – this will be discussed with Outdoor Adviser and arrangements advised.
  - Helen and Ruth are reviewing the current process within County as there appears to be a breakdown in the system.
  - Would Commissioners please ensure that the "Standardisation Requirements" is communicated to all Mentors, Unit Leaders and Leaders in Training to be used as a checklist as a minimum requirement of evidence to ensure that all evidence required is included for verifying.
- iv) First Response/Heartstart – Trainers required to deliver First Response Training. Doesn't have to be a Unit Leader. Does anyone know of anyone who may be willing to train as a Trainer to deliver?
- v) Rising Dates – Please ensure that any unit/district/division events are sent to Karen Evans ([karene1@tiscali.co.uk](mailto:karene1@tiscali.co.uk)) to be included in the Rising Dates.

### 15 Division Feedback

- a. Berwyn Division (Alison Roberts) – Starquest day held
- b. Colwyn (Ann Egan) – No Report
- c. North Denbighshire (Lynda Walmsley) – Report Submitted
- d. South Denbighshire (Lynn Denney) – Rainbows took part in a film show competition and won!
- e. East Flintshire (Chris Dwerryhouse) – Report Submitted. Chris reported that the response from units with news for this was very poor.
- f. West Flintshire (Donna Jones) – Report Submitted. Donna stated that the response for reporting was also very poor.
- g. Wrexham – Report to follow

### 16 Girlguiding Cymru

## Minutes of Clwyd Executive and Planning Meeting 10<sup>th</sup> June 2014 at Ty-Clwyd

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- a. Girlguiding Cymru Sleepover at Millennium Stadium Cardiff 28<sup>th</sup> June 2014. Details previously distributed

17 Girlguiding UK – Nothing to report

18 Any other Business - Senior Section 13/9/14 –more details to follow.  
Following a light supper there was opportunity for those present to discuss future plans – these will be further discussed and cascaded from future exec meetings. Advisers were also able to help those Commissioners present with queries etc too.

19 **Date of Next Meeting**

15<sup>th</sup> September, Wrexham Guide Headquarters, 7pm for 7.30pm

Executive meetings following on consecutive days through the week with the next County Planning Meeting (June 2015) being on a Friday. Suggestion that this could be combined with an overnight at Ty-Clwyd; followed by a training for Commissioners/advisers on the Saturday.