

1. Welcome

Members of County exec in attendance

County Commissioner - Isabel Blore (IB)

Assistant County Commissioner - Ruth Davies (RD)

Assistant County Commissioner - Alison Williams (AW)

Division rep for South Denbighshire - Beth Taylor (BT)

Division Commissioner for North Denbighshire – Lynda Walmsley (LW)

Division Commissioner for East Flintshire - Chris Dwerryhouse (CD)

Division Commissioner for West Flintshire - Donna Jones (DJ)

Division Commissioner for Berwyn – Alison Roberts (AR)

Assistant Division Commissioner for Wrexham – Brenda Lewis (BL)

Treasurer - Meg Jones (MJ)

Trefoil - Brenda Trickett (BRT)

Adult Support Chair – Hazel Webb (HW)

Ty-Clwyd Chair - Mary Steel & Judith Standring (MS & JS)

Dyfodol-y-Ddraig - Kathryn Lovatt (KL)

Invited Guests from County team and DC's in attendance

Sharon Jones – Holywell DC acting as Minute Secretary (SHJ)

2. Apologies – Alice Lovegrove (AL), Chris Wykes, Barbara Jones, Ann Egan, Jane Bevan, Grace Roberts, Alison Williams

3. Reflections: - A Jewish Prayer

I asked God for strength and he gave me difficulties to make me strong.

I asked God for wisdom and he gave me problems to solve.

I asked God for prosperity and he gave me work to do.

I asked God for courage and he gave me dangers to overcome.

I asked God for patience and he placed me in situations where I was forced to wait.

I asked God for love and he gave me troubled people to help.

I asked God for favours and he gave me opportunities.

I received nothing I wanted but I received everything I needed.

4. Minutes from last meeting held 15th September 2014

Minutes approved and seconded.

5. Matters arising

- a. Operational Plan – draft copy; still a work in progress. Last couple of FFF's still needed please.

- b. PR boxes –

Discussion was held re: cost and size of boxes, all agreed that the need to standardise PR throughout the county was a good idea in principle. AL had sourced some A4 30 litre boxes it was thought these might be a little larger than needed.

CD expressed concern as to where they would be stored.

IB thought all District Commissioners (DstC) would have been asked for their opinions following previous exec as this was first suggested at the Planning meeting in June. *(When a suggestion of a PR rep for each district had been suggested to re-establish the PR team & they could be responsible for keeping box topped up etc)*

RD suggested AL should provide a list of what she thinks is suggests to be supplied with the box.

Action – Division Commissioners (DivC) to pass this information to DstC for feedback.

Action – Alice (PR) to provide a list of necessary PR info needed in the box

Alice had emailed suggestion for Tension Pull up & PVC banner, & zoomlight flag for County, we currently have 2 small ones of these but the old branding.

HW queried the need to have everything, how much they were used and the cost.

CD & IB confirmed they have used them at PR events.

BT proposed that County buy 1 recommended Tension pull up – proposal agreed.

CD offered to try and source more tension banners cheaper locally.

Action – CD to enquire locally for cost of tension pull up.

- c. Join-Ups – (from GO report)

Volunteers

Assigned – 17

Contacted – 14

Clwyd County Executive Minutes at Mold Church Hall
November 18, 2014

Meetings Arranged – 6

Waiting checks – 38

Girls

Assigned – 78

(29 of those have been on assigned since before Sept, 6 of which since 2013, only 22 within last 3 weeks)

Contacted – 50

Waiting to Join - 570

Meetings Arranged – 74

LW has asked her volunteers to contact Chris Hunt (CH) for their checks but they haven't and this is still outstanding.

Action – LW to ask CH to contact volunteers to arrange checks when convenient.

Wendy asking if people can remember she's Join-Us Co-ordinator as she's been receiving GO queries too.

Action - DivC to remind DstC that Go enquiries are to go to RD(North) and AW(South)

- d. Mentors (RD) – Feedback from Session during County Training was useful; there are now 98 ladies working towards LQ. Mentors had discussed standardisation as there was material available the County weren't aware of.

RD suggested that leaflets to be put into new leaders books once they have been verified and recommends that each DivC has leaflets to hand out per district. Suggestion that newly qualified leaders should have a hard copy. CD suggested if these could be colour coded per role.

Action – RD to re-do leaflets with new logo/branding and arrange distribution to DivC.

Action – RD to investigate if coloured paper is feasible or if an alternative method would be better e.g electronic.

It was mentioned at county training that there were amendments to section training in the red book;

1. Old version – must attend training relevant to that section.

New version – online module to relevant section.

RD needs an up to date list of mentors and verifiers.

Action – DivC to send lists with both email & home address.

- e. Risk assessments for Residential events – these are being sent in by most units. Thank you.
AR queried what was acceptable for risk assessment; IB confirmed this needs to be identified hazard then method of controlling risk. There is a RA form on GG website with instructions for completion.
CD requested general risk assessment training (not just residential)
BT recommended Voluntary Council.
Action – HW to look at providing risk assessment training

- f. Raising Dates – have been sent out – IB requests Div/Dist meeting dates to be added to this.
Action – DivC and DstC to send IB dates.

- g. Young Committee reps – Junior Council

Clwyd County Executive Minutes at Mold Church Hall
November 18, 2014

IB has discussed with JB and others to extend an invitation to “young voices” (i.e. SS age group) from the different areas below. These would hopefully then form the basis to re-establish a “junior council” within Clwyd. KL was unsure if there was a need for them to attend all of the execs.

2/3 – Dyfodol on County exec

2 – QG’s on Ty-Clwyd Committee

2 – LQ’s on Adult Support & Training Team

2 – DoE on Outdoor Team

h. SS numbers –

12 pages of SS members on GO for Clwyd!

– 7 Peer Educators now on GO & 6 members working towards QG.

IB re-iterated the need to encourage and use the peer educators. To become a Peer Educator the young member needs to attend a basic training they then build on this by attending additional trainings before going out to other units to deliver sessions.

Action – DivC to check the Peer educators contact details (especially email addresses) on GO so that the girls receive information about training dates etc.

i. First Aid –reports produced from GO showed that there are many units without a leader holding a valid 1st Response/1st Aid qualification recorded on GO. A discussion took place and it was agreed that details are not up to date. Each unit should have at least one person at every meeting with a current 1st Aid certificate. This could be the lady doing her LQ.

Action – DivC to update GO and to chase units for up to date information.

6. International – report tabled

Application forms for International Selection must be submitted by end of March 2015. Please read report for further information. From this year’s GG Wales’ selection we have 3 girls selected from Clwyd going to represent Wales all of them from East Flintshire Division:

Anna Preece (Connah’s Quay) - Korea

Caitlin Lewis (Northop Hall) – Estonia

Rosalind Cole (Connah’s Quay) - Greece

7. Treasurers Report (MJ) – report tabled

8. PR – report tabled

Boxes for Districts (see 5.b.)

9. Outdoor (Jane) – report tabled

Clwyd County Executive Minutes at Mold Church Hall
November 18, 2014

It was reminded that criteria set for International is that the girls must attend a camping weekend. The weekend at Ty-Clwyd in May will be geared towards providing this experience.

Jane has produced flyers for a County Cookout Competition (no need for district & division heats all those who'd like to enter are welcome on 2nd May.

IB requesting if more members of the Outdoor Team; could please try to attend the Outdoor Meetings.

Action – IB to email cookout flyer to commissioners.

10. Ty-Clwyd (MS) -

a. Winter Bookings & website update –

December 2 weekends, January – 1 weekend, February 2 weekends. November, March & May – Full.

A request was made for any recent activity photographs (reminder that girls will need full photo permission for use on web-sites – unit leaders' responsibility to check)

Contact information on the website is to be amended.

Action – Stephanie to be asked for Keyholders, Warden and Secretary to remain on website, delete any other contacts.

b. Housekeeping.

Cleaning is an issue with units leaving the building without checking that toilets and bins are clean. There needs to be an emphasis on the responsibilities of leaving everywhere clean. There are both manpower and time issues (what we have is limited) with having to resort to checking inventories before and after each booking.

Praise was given to Chester brownies that left it immaculate.

BT suggested that a paid cleaner was nominated for such tasks with units being asked to use if they can't/ don't want to clean after themselves.

Action – MJ to ask Carol if she's aware of anyone local who would like to do this.

MS stepped down from her position of Ty Clwyd Chair and officially handed it over to Judith Standing. Mary thanked the committee, it was a privilege for her to have worked with the team and she's loved every minute of it. Thoughts that were also shared by the committee with regards to Mary's hard work over the last 4years. RD presented Mary with flowers on behalf of the committee.

11. Adult support & Training

HW reported that the flyer for County Training at Broneirion is out. It's been emailed to exec members to cascade and can be found on County Website too. 12 already booked in.

The County training day in October was attended by 50+ with no negative comments on the feedback forms.

It was stated that no Division/District/Unit can now call an event a training unless an actual trainer is there. If anybody wants to become a trainer they must apply through Girlguiding Website. Becoming a Trainer Scheme (BATS)

HW also queried why some units send the leaders payment cheque for training from the unit bank account and other unit helpers send personal cheques. The unit account should be paying for both.

Action - DivC to emphasise that training is a legitimate unit expense.

12. Dyfodol-y-Ddraig (KL)

- a. 23 members out of the 33 places in Wales. We have our 3 allocated reps for Clwyd.
- b. Info in Wales Directory & FB page etc
- c. There was a CSI event that had to be cancelled due to lack of interest. KL is asking for feedback from divisions as to why this was so poorly supported – did the girls receive the information?

Action – DivC to feedback reasons why girls didn't want to apply.

Action – DivC to ask Senior Section to Like & Follow D-y-D on FB and twitter.

13. Trefoil – (BRT) - Report to follow

£250 has been donated to the Brownie House project by Clwyd TG

£500 has been donated for refurbishment to the brownie House by Wrexham TG

Used Postage Stamps – Please pass on to BRT or any Guild Chair.

Update on Tabards & Bonnets for babies– Sierra Leone has now been accessed by the project.

14. From CHQ

- a. CHQ alternations are running late with building work – unexpected problems. Now moving next to M&S for next 6mths no ICANDO or Shop will be available until they move back to Buckingham Palace Rd. Continue to use the usual address as mail is being forwarded.
- b. Uniform over 20,000 items sold twice that sold in same period last year.

15. Girlguiding Cymru

- a. Guiding Development – Prices reduced to stay at Broneirion & cost of drinks from the bar. New boiler being fitted. & Bio-mass System. Stair lift now fitted.
- b. Brownie House Project looking very positive & Brownie is open for sleepovers.
- c. Aerial runway & Zipwire are both up.
- d. Lots of positive PR from BBB events in Wales
- e. Nia is the new chair for DyD. Aiming for members to be involved with events at Bron e.g. BP weekends
- f. New process for would be trainers – BATS (Becoming a Trainer Scheme)
Complete Module 1 then module 4 to specialize in a subject. – See GG website
- g. Wales are to be trailing a new points system for attending trainings – Guiding Star badges over 2 yrs – can't be back-dated. Must be trained by a trainer. Reward Cards will be signed by the trainer to collect the points.
- h. New House duties at Broneirion

Clwyd County Executive Minutes at Mold Church Hall
November 18, 2014

- i. New First Kit too
- j. BP Programme on website – Can County Guide Advisers inform Wales of BP weekends
- k. Senior Section Celebrations – suggestion of Roverway France 2016
- l. Approx 437 SS members in Wales – Query if that is just girls in SS units
- m. BBB evaluation responses/feedback needed from leaders
- n. Join-Us Longest lists are in South Wales but certain areas in Clwyd have been highlighted.
- o. 4 Project workers in place - need to use them!
- p. Check all email addresses are correct on GO – lots are bouncing!!
- q. See the Join-Us reports – passed out to Div C's for their Divisions. Reminder that we should aim to contact all enquiries within 21 days – if only an email to say their daughter has been placed on the waiting list and some indication of time when she'd be able to join. If lists are lengthy perhaps suggesting alternative units.
- r. 2 PR events organized by Wales to take place in Clwyd next Summer at Ty-Clwyd.
- s. Growing Guiding – target areas – one is in Clwyd – Sian Harvey (Project worker) has set herself a target to open 12 new units in Wales over next 12mths
- t. Brownie & Rainbow taster sessions – e.g. Holidays Units for girls on waiting lists – just meet during the school holidays are registered on GO but also on a waiting to transfer list would enable girls to have a taste of rainbows/brownies/guides; monthly meetings at weekends e.g. 3 or 4 hours on a Saturday am/pm. These girls could then be invited to some events e.g. – trips & local events with the units they are waiting to transfer to...
- u. Surveys by email incl. Welsh speaking for Guide leaders – ignore sent by date. Figures being are needed to be fed into our report for the NVYO Conference early in 2015.
- v. Growing Guiding Champions to be appointed – IB is looking for someone to appoint in this role for Clwyd – job description available.
- w. PR & Growing Guiding weekend – 13th-15th Feb – nominated 3 from each County the Growing Guiding Champion, AL & IB.
- x. NVYO Conference 13th-14th March – Welsh CC's attending.
- y. Look locally for Grant Funding e.g. – local councils
- z. Archives training went extremely well – National Library. NVQ level2 (20 persons) Target of 2016 for all the info held to be digitalized.
- aa. Some policies have been updated on GGC website
- bb. Volunteers needed for 5th December at Broneirion – for a “Guiding Presence” – possibility to stay overnight.

16. CC Report (Isabel)

- a. Appointments - Wales:
 - Adult Leader Co-ordinator – Helen Barham
 - Chairman for Dyfodol – Nia Jones
- b. Appointments – County:
 - Ty-Clwyd Chair – Judith Standing
 - Ty-Clwyd Minute Secretary – Fiona McGill
 - VP – Margaret Hillman
 - Isabel needs contact info for the other lady nominated VP

Clwyd County Executive Minutes at Mold Church Hall
November 18, 2014

c. Resignation –County

Karen Evans has resigned as Minute Secretary for County Executive

17. Correspondence & Visits

Correspondence

Thank you card received and shown to those present from Anna Preece for the grant she has received from County towards her International Experience next year.

Visits

- a. IB has attended CC Conference at Birmingham – New Strategy discussed – more to follow
- b. IB presented Anna Preece of Wepre Guides to with Commonwealth Award at unit.
- c. RD and IB attended Holywell Guides – 75th birthday Celebration & Dedication of a New Senior Section Flag. There guides also received their BP awards from Chris Wykes.
- d. IB has been to Overton to present Maelor District Awards, gifts were presented to Chris Jobson on her retirement.
- e. IB has attended Pen-y-Ffordd Guides celebration for 1st Birthday since re-opening & Janet Kelsey was presented with her LQ.
- f. IB has attended Deeside District Campfire and Fireworks to present Long Service Awards.

18. Feedback sheets

- a. Sharon Jones a Leader with 1st Acton Guides has produced a flyer (which has been cascaded). She is spear-heading a project to enable Care of the elderly settings including her own ward at Wrexham Maelor to display seasonal art. This will aid with the orientation of those with Dementia. Pictures need to be A3, include bright colours and reflect any particular season – these will then be rotated during the year as appropriate.
- b. Ann Lovatt – Hope DC has suggested units may like to ask girls if they have any children's books in good condition they may like to donate to the Charity "A Book at Bedtime" A neighbour of hers co-ordinates this project putting childrens' books into Women's refuges for the children (all ages) who accompany their mothers' to these places of safely. So often they only have the clothes they are wearing when they arrive. When they leave if they have a favourite book they are able to take it with them.

19. Planning:

- a. Rainbow Overnights – to be held 10-12th April, Cost per Rainbow £25. Cheques to be paid to County. IB will be sending out a more detailed flyer soon.
- b. Clwyd Exec Constitution – proposal to amend the following:
 1. Remove Chair Guiding programme as now combined with Adult Support.
 2. Add Chair of Outdoor Team
 3. Add Trefoil
 4. Agenda to go out 1 week before Exec (previously 2 weeks)
 5. Add for Div C unable to attend to give notice by email.IB queried if we needed the 21 days notice that was needed to be given to make amendments. The exec on this occasion didn't feel the amendments needed more notice for discussion and were happy to approve the proposals.

20. Division Feedback – Air & Share

- a. Berwyn (AR) – report tabled
 - b. Colwyn (Ann) – report to follow
 - c. North Denbighshire (LW) – report tabled
 - d. South Denbighshire (BT) – report to follow
 - e. East Flintshire – report tabled - CD requesting if the Cheesy Challenge can be ‘pushed’ and if anyone has any more fund raising ideas then to please let her know.
 - f. West Flintshire – (DJ) – report tabled
 - g. Wrexham – (BL) – report to tabled
- Jenny Hawken of 2nd Rhosddu Brownies attended Thanks and Recognition Service at Westminster Abbey on 1st November. She felt very proud of being a member and of having been asked; she also met Gill Slocombe.

21. A.O.B.

- a. BT discussed the Voluntary Councils (VC’s) asking what services County/Divisions/Districts/Units would like to see from them and which trainings they offer. Some have a print unit; printing at cost. BT queried if we could possibly support them through having them print for us?

Action – BT will compile a paper and send it out.

- b. The Young Dragons (An umbrella organisation for uniformed organisations) are holding a 1st aid competition 31st January in Shotton. Teams of 3 and is aimed at Guides and Senior Section U15, U18 & Adult.

Action – BT to send out details.

- c. RD mentioned that it was apparent at the mentor’s awareness briefing session that not all mentors and verifiers held copies of the red book. LW suggested that there is a guide resource available for help with things such as this.

Reminder that verifiers should not be verifying the books of anyone they have mentored – this would need to be another verifier – There is a named verifier in each Division.

Proposed and agreed to order copies for them.

22. Dates of next meetings: – Venue TBC

Wednesday 18th February 2015. 7pm for 7.30pm start.

1 DC’s from each of the following Divisions to be invited to attend by Div Com’s from East Flintshire, West Flintshire and Wrexham.

Thursday 23rd April: - Venue TBC

1 DC or team member from each of the following Divisions to be invited to attend by Div Com’s from Berwyn and South Denbighshire.

County Exec and Planning Meeting – Friday 19th June 2015 at Ty-Clwyd

Open to all Commissioners (Division & District), County and Division Advisers/Co-ordinators

An opportunity to stay overnight for the Commissioner Training or Workshop the following Day.