

Meeting of Girlguiding Clwyd Executive Committee

Wednesday 28th October 2009

Present: Jane Bevan, Alison Willington, Megan Jones, Chris Wykes, Claire Evans, Denise Morris, Janet Hardcastle, Isabel Blore, Debra Smith, Mary Turner, Rose Messham, Ruth Davies, Margaret Lusted, Lynn Denney, & Karen Evans (in attendance)

Apologies:

1. Jane welcomed everyone to the meeting. Reading
2. Minutes of the last meeting (22nd September 2009) – as read – confirmed and agreed as being correct. Signed by Jane Bevan.
3. Appointments and Resignations:
 - a) **UK** – nothing to report
 - b) **Wales** – Girlguiding Cymru President, Helen Murdoch
Girlguiding Cymru Vice President, Dinah Cadogen
Girlguiding Cymru Vice President, Doreen Hamersley
 - c) **Council** – Jane Bevan and some council members attended the AGM
 - d) **County**
 - Resignations
 - Carole Smith – Senior Section Adviser & Queens Guide Adviser
 - Helen Smith – Senior Section Assistant Adviser
 - Laurel Chalk – Senior Section Assistant Adviser
 - Appointments
 - County Queens Guide Adviser – Laurel Chalk
 - County Guide Adviser – Gemma Lee
 - Residential Mentor – Jannett Kenedy (Brownies)
 - Residential Mentor – Alison Roberts (Rainbows, Brownies and Senior Section)
4. Matters Arising
 - a) **A memorial service** for June Churchman will be held on 14th November at St. Asaph Cathedral at 2 p.m. Ushers will be Girlguiding Clwyd Adult Leaders x12, uniform must be worn if in this role. Leaders who would like to be an usher at this service should contact Jane Bevan. There

will be refreshments served in the Deans Library – people needed for this and also people needed for help with parking. Anyone wanting to take on any roles please contact Jane Bevan.

b) **County Directory** – REMINDER **Please can all Advisers, Division Commissioners, District Commissioners and anyone else whose role currently appears in the county directory please send up-to-date contact details to Karen Evans, along with a digital image/ passport photograph for inclusion in the directory.**

c) **Constitution**- Copy of the constitution was circulated to all members of the executive present both at the last exec meeting and then by email. Janet Hardcastle questioned the wording on one part of the document; everyone agreed that this should be amended. Jane Bevan to amend the constitution and will bring to the next executive in February for signing if all in agreement.

d) **Trustee Forms** – Every person on the executive must sign a trustee form and a form which allows their details to go on the website. Karen will email or post forms to people on the executive in the next few weeks.

e) **Buildings and Trustees** – Each Division Commissioner who had buildings owned by Girlguiding in their division has received a form from Girlguiding Cymru requiring extensive information about the buildings owned within the county. Information required will include: where deeds are kept, names of trustees, copies of insurance certificates and constitutions one form to be completed for each building. Please return a copy of the form to Jane once complete for records to be held within the county.

f) County still requires the following information. Jane emphasised how all bank accounts should have at least three, preferably four, signatories of which two must sign cheques. The County should hold a record of all bank accounts held within the county. Therefore please could all guiders send Megan Jones:

- The name of all bank/building society/post office accounts held by their unit
- The account number of each of those accounts
- The signatories on each account

This information will be kept in a secure place to be accessed only by the County Commissioner and County Treasurer in the event of a problem requiring their action.

g) **Role Descriptions** – The County holds role descriptions for appointments within the county, some job descriptions are still outstanding. Karen will contact people to inform them. Contact Jane if you require help with your role description.

h) **Streamline / Go!** – County now gone live. There are still a number of units who have not inputted unit data, Division Commissioners have been asked to chase up. Unit guiders/District Commissioners and Division Commissioners need to check their team information is also up to date. Are there any units on the database that are no longer open? Guiders also to be reminded of the 3 month amnesty to input their own qualifications – this will be up by the middle of November. Discussions took place on references not being taken up by CHQ and people on the system waiting for clearances to come through. Karen explained that she has no more access or a quicker way of chasing things up than individual guiders do; they just need to telephone or email Go Support with their queries.

i) **CRBs** - DC and Delegated Person. Please send Karen Evans the name and email address of a person in each district who is going to take responsibility for carrying out CRB's. They must have

access to a computer and be fairly computer literate. One person per district. If anyone wants further information on completing CRB's please contact Karen Evans

j) Annual Review – This will be held on 16th May 2010 at Ty Clwyd. Jane explained how she would like a similar format to last year and would like to hand out awards during a lunch time picnic. South Denbighshire's turn to organise.

k) County Dinner – Please can Division Commissioners ask about people's feelings on a county dinner. Do we want one? What format should it take?

5. Division News:

Berwyn: Nothing to report

Colwyn: - Having a division Advent Service on 12/12/09. Also a Division Rainbow Princess Party is planned for 24/1/2010. They also have a division page on the Young Conwy Website.

North Denbighshire: 5th Rhyl brownies and 8th Rhyl Rainbows held a 'WI Fete' this included a Victoria sponge cake competition. A total of £292 was raised which was shared between the two units. 8th Rhyl Rainbows held a fashion show. 5th Rhyl Guides held a sponsored homeless sleepover with money being divided between the unit, the railway children and shelter UK. The Trefoil Guild held a quiz at Rhyl Golf Club which was well attended. 11th Rhyl Guides have reopened. Rhyl District held a fun Day with over 100 girls in attendance. 5th Rhyl Brownies are having a pack holiday at Ty Clwyd and also putting on a pantomime at Rhyl Town Hall on 6th Dec 2 p.m. Prestatyn District are taking part in 'lighting up Christmas' are on 14th and 15th January are putting on a show in Scala Cinema Prestatyn '100 years of Guiding'

South Denbighshire: Many Units taking part in Adventure 100 with many enjoying 'In the Dark' or 'Up High'. Also looking at what Guides did during the war.

West Flintshire : - Nannerch had a 100 teas tea party. Many units also taking part in Adventure 100

East Flintshire: - Successful Swimming Galas have taken place and Deeside District are having an Autumn Fair

Wrexham : Having a Division Carol service on 5/12/09 at St. Giles Parish Church Wrexham. Having a Centenary Parade on 22/5/10. A suspended unit will be reopening in the new year. New DC for Yale District Brianne Sutton.

6. Treasurers Report – Tabled

7. Membership Support

- Report Tabled
- Ann Ashworth is holding a 1st Aid Course at her house on Nov 25th and Dec 2nd – Must attend both evenings

8. Guiding Programme

First meeting held, looked through programme for coming year mainly focussed on Brownies Taking over castles

9. Bulletin and Website

The copy of the next Bulletin will go out in the post as normal until we are sure that Go! is up to date.

Website – Girlguiding Cymru have revamped their website, Jane plans to look into the costings of using the same company to look at our County Website. Please could people get back to Jane with their Division thoughts on this by 16/11/09

10. Ty Clwyd

Report – Tabled

Help is needed to pack away and move the contents of Ty Clwyd ready for the building work to start. Help will be needed from Sunday 1st November to Fri 6th November. Also as building work is done the soil that is dug out will need to be moved into the woods. Anyone willing to help with this please let Fred have their names so she can contact them when they are needed. These can included Guiders, Unit Helpers, Men, Senior Section

Fundraising – Please continue to fundraise, Ty Clwyd still needs your support so keep on raising money.

County Ball – Please encourage people to attend, people do not have to come in a Ball Gown wear anything you are comfortable in be it jeans or a ball gown!!

Raffle Tickets – Please send to Meg ASAP or bring the money and folded counterparts to the ball (flod in half and half again – so that you make a square)

County Hampers – Berwyn – Pamper, Colwyn – Kitchen, N. Denbighshire – Wine, S.

Denbighshire – Chocolate, E Flintshire – Food, W Flintshire, Toys, Wrexham – Holiday.

11. County Commissioners Report

- Correspondence
 - a. Cards received from girls who have been on International
 - b. Card and letter received from Catriona Basey who went on GOLD
 - c. Letter received from Snowdonia and Anglesey Scout Area Commissioner sending us Best Wishes as we start our Centenary Years
- Executive Attendance – it is important that if you are unable to attend an exec meeting you let Jane or Karen know and inform them who will be attending in your place to vote in your absence, they will be representing you as a trustee; there should be a rep from every division at every meeting.
- Annual Report – Work in Progress
- 65+ Focus Group - is anyone able to attend event this Saturday 31st October – please contact Jane

- One world One Beat – Meeting has take place with planning team. Clwyd have been asked to help at the event. The following needed: 14 ladies to help with craft, help needed for parking, security and also a team of runners. Girlguiding Clwyd have also been asked to Fund and Run a snack shop which will also include some county souvenirs. Anyone interested please contact Sarah Thomas.
- Brownies storming Castles - event will take place on Saturday 19th June a few venues are being looked at. The next meeting is on Monday 2nd November at the Bryn Awel. It is thought that Guide and Rainbow Guides would help run the event so the brownie leaders can spend time with their girls.
- Centenary Photo Request – Please send any centenary photos you have to Chris Jobson
- Patrol Leaders Training Weekend- Many thanks to Liz Williams for organising a very successful weekend. The weekend will run annually, please encourage your patrol leaders to attend, the County funds a bursary for part of the cost for girls to attend.
- Trees planted by June Churchman – Trevor Churchman requested information about the trees that June planted and where they were located. A photocopy of the minutes when the trees were discussed was given to Jane who will pass onto Dr. Churchman.
- Minutes from Meetings – Please can everyone ensure a copy of all minutes of meetings held within the county are sent to Jane Bevan (email preferable).
- County Hoodies – A reminder that the County Hoodies launched at County Camp last year are for all sections and that all profit goes to Ty Clwyd.
- Heritage Project – Grant application is underway. A Heritage challenge badge will be launched within the county so all units can contribute towards the project.
- Talkback Sheets – Just a reminder that Jane is happy to receive any County Talkback sheets from individuals, units, districts and divisions, they are available via our website.
- Metal Badge – Do we want the county standard as a small metal badge? Jane will look into costings, thoughts from districts and divisions please.

12. Girlguiding Cymru

- New website launched for Girlguiding Cymru – may use same developer for our website
- Property Form – Given to Division commissioners who have buildings in their divisions.
- Media Training – more welsh speakers needed contact Jane Bevan
- Residential Forms/International Forms – Please ensure all forms are signed and sent early. If procedures are followed we are all covered. The DC has certain responsibilities when she signs the form so she must ensure she is happy with its content.
- Welsh Dragon 100 Centenary Camp – 15th – 22nd August 2010. We need to support this event; we do have some units attending. Please ask your divisions on how we maybe able to encourage more people to attend. ? Contributing towards leaders to go, maybe having a county team? Feedback to Jane please
- Awards – We need more nominations for awards both in county and for UK awards – Awards committee sitting in January.

- Silver Dragon Award – work in Progress
- GG Cymru Centenary Badge available now
- Chief Commissioners Friendship Badge is coming soon.
- Llais Rep – Clwyd still needs one representative
- Adult International Opportunities – You do not have to be a guide leader. Anyone interested please contact Catriona Basey.
- Harewood House Camp – Please encourage people to attend
- WOW Camp – anyone interested in being part of Girlguiding Clwyd Security Team for this camp please contact Meg Jones
- Tall Ships – Funding is available for senior section members interested in taking part
- AON Drivers manual – please read – Jane has a copy if anyone wishes to see it
- ALQ at Bron – Clwyd is supporting this event, well done to those going

13. Any other Business

1. Broneirion Committee is looking at the usage of the centre. Please could people consider the following questions and feed back to Jane.

- a) What price would be appropriate for a weekend training at Broneirion?
- b) Are there new and different ways to use Broneirion for guiding purposes?
- c) How do we get more people to use Broneirion?

2. Competition to Decorate Ty Clwyd – Open to Senior Section – Design a mood board for the redecoration of Ty Clwyd. Design to include Paint colours for all rooms, curtain materials for all rooms, cushion materials for current furniture and anything else you think would look good. Entries can be individual or by a group. Must be submitted to Viv Craig by 31st December 2009. The winning entry will be used to provide the colour scheme for the new house.

14. Date and Venue of Next Meeting

3rd February 2010 at Edith Banks Hall 7.30 p.m.
Division Commissioner Network at 7 p.m.