

Meeting of Girlguiding Clwyd Executive Committee

Tuesday 22nd September 2009

Present: Jane Bevan, Alison Willington, Megan Jones, Chris Wykes, Claire Evans, Denise Morris, Chris Jobson, Janet Hardcastle, Isabel Blore, Debra Smith, Mary Turner, Joy Ahern, Mary Steel, Rose Messham, Donna Smith, Lynn Denney, Katy Hellen & Karen Evans (in attendance)

Apologies: Eileen Hobbis, Ruth Davies, Kerry Lawrence

1. Jane welcomed everyone to the meeting.

2 minutes silence was held in memory of Avril Daley who has sadly passed away.

Jane read a reading entitled 'Dust if you Must'

2. Minutes of the last meeting (30th June 2009) – as read – confirmed and agreed as being correct. Signed by Jane Bevan.

3. Appointments and Resignations:

a) **UK** – nothing to report

b) **Wales** – President, Helen Murdoc
Vice President, Dinah Gudugen
Vice President, Doreen Hamersley

Jane has a copy of the welsh directory should anyone wish to see it, but feels that some contacts are already out of date.

c) **Council** – Jane Bevan as CC, Donna Jones, Kerry Lawrence, Laurel Chalk and Helen Smith sit on the council. They will also attend the AGM, if anyone else is going and would like to car sharing please contact Jane.

d) **County**

- Assistant County Commissioners – Megan Jones and Alison Willington
- County Administrator – Karen Evans – Change of email address karene1@tiscali.co.uk
- County Badge Secretary – Ann Jackson
- Chair of Guiding Programme – Alison Willington
- Chair of Membership Support & Training – Chris Wykes
- Chair of Trefoil Guild (Marilyn Knowles)
- Chair of County Awards Panel _ Chris Wykes
- Division Commissioner Berwyn – Denise Morris
- Division Commissioner North Denbighshire – Debra Smith

- Division Representative South Denbighshire – Lynn Denney
- Division Commissioner Designate for Wrexham – Isabel Blore – Take over 1st January 2010
- County Brownie Adviser – Joy Ahern
- County Guide Adviser – Gemma Lee
- County Senior Section Adviser – Carole Smith
- Assistant County Senior Section Advisers – Laurel Chalk and Helen Smith
- County D of E Adviser – Laura Dreiling
- County International Adviser – Catriona Basey
- County Outdoor Adviser – Jane Barham
- County Residential Adviser – Margaret Hillman – (new job description for this post)
- Residential Mentors: (new job description for these posts)
 - East Flintshire – Helen Barham (Guides)
 - East Flintshire – Sally Daly (Brownies)
 - East Flintshire – Helen Bailey (Rainbows)

More to come, hopefully existing division camp and holiday reps will continue as mentors

- PR and Recruitment Co-ordinator – Chris Jobson has agreed to stay on
- PR – Alice Lovegrove and Sarah Thomas will be joining the team
- Environment Adviser – Karen Morris (agreed to stay on)
- Gift Aid Adviser – Ann Jackson
- In4mers Adviser – Emma Lloyd
- Special Needs Adviser – Jackie John (agreed to stay on)
- Welsh Adviser – Aletia Messham

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, uniform must be worn if in this role. Leaders who would like to be an usher at this service should 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 circulated to all members of the executive present at the meeting. Minor changes advised by the legal department have been made. Executive members will be asked to vote at the next meeting of the executive committee if they are happy to adopt the new constitution. Members are therefore asked to read the constitution prior to the next meeting ready to vote. Copies of the constitution will be sent to those members of the executive not present at the meeting.

d) **Trustee Forms** – Every person on the executive must sign a trustee form and a form which allows their details to go on the county website. Copies will be ready for next executive for those people who have not already completed the relevant paperwork.

e) **Buildings** – Jane will shortly be receiving 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, please can people start gathering this information ready for when Jane needs it.

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) Job Descriptions – The county holds role descriptions for appointments within the county, Karen will contact individuals if their role description is outstanding

h) Streamline / Go! – County now gone live. Flyer emailed to members of executive and Go Key Users on how AAF's are now to be processed. Please could people encourage unit guiders to input their girl membership information before the end of September and check their own details are up to date. CHQ would like it inputted by middle of October. If guiders need help and support please would they contact their district key users in the first instance and then Karen.

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

5. County Commissioners Report:

- Party in the Park – many congratulatory letters/emails received about this event – thanks go to the planning team for their hard work. Event was a great success, nice to see cross section from Rainbows through to Trefoil Members
- Rising Dates – an updated copy to be sent to all exec members – please cascade through the county

- Enid Waterfall has offered to put together a display of a 100 years of Guiding – Division Commissioners to contact Enid if they would like the event to travel to their division.
 - Jane has received a Register dating back to 1927 of Commissioners in Clwyd – it is to be place in the Archives
 - Heritage Lottery Funding – more info later – launched with members of senior section and adult members – an exciting project
6. Treasurers Report
- Copies of County Expenses Policy, County Financial Risk Assessment and County Event Financial Risk Assessment were emailed to the executive prior to the meeting for them to look at. Following discussion and thanks to Meg for compiling them they were accepted by the executive committee.
 - Census 2010 – UK set census at £8.00, Wales have set census at £9.00. Jane explained how Wales had made provision in their increase for legal fees and expenses incurred as a county we should be doing the same. Following discussion by the executive it was unanimously agreed to set this years census at £22.50 with the county portion being £5.50 (an increase of 50p on last year)
7. Membership Support & Training
- First Aid Training – 4th October - £8.50 Denbigh Infirmary – Contact Chris Wykes to book a place
 - Commissioner Mentor Questionnaire Circulated
8. Guiding Programme
- Date set for meeting 7th October Bryn Awel 7.30 p.m.
9. Ty Clwyd
- Report Tabled
 - Lynn and Viv meeting with Architect
 - Fundraising – please could people continue to return their raffle tickets. Divisions asked to find items for inclusion in the hampers as prizes for the raffle.
 - County Ball 13th November 2009.
10. Llais Y Draig – Report Tabled
- 10b PR
- If anyone has specialist skills in the press and media please can they contact Chris Jobson
 - One World One Beat – Thinking Day meeting Friday 9th October 8 p.m. – Wrexham Guide HQ
 - Photographs of Centenary Launch printed off will be kept in archives; a disc will be produced of all photographs taken at the Launch Party which can then go on Sale. If anyone has any photographs for inclusion on the disc please could they send the photographs on a CD to Chris Jobson by November 1st.

- Recruitment Flyer – Draft copy is to be taken to next PR meeting
- Society Fair Glyndwr University – Someone needed to man the stall. Thursday 1st October 9.30 a.m. – 3 p.m
- If people need the PR teams help at any events please could you give them advanced warning

11. Division News:

Berwyn: Successful first division meeting, almost all roles filled.

Colwyn: - not in attendance

North Denbighshire: Nothing to report

South Denbighshire: Nothing to report

West Flintshire : - nothing to report

East Flintshire: - Successful camps and holidays held in division, swimming galas booked

Wrexham : Nothing to report

12. Girlguiding Cymru

- **Cook Island Badges** – 1162 Badges sold to date
- **Young Dragons** – Young Dragons has highlighted the fact that Girlguiding is the largest voluntary organisation for young people in Wales. Young Dragons has the potential to help with growing Guiding - for instance, the upper limit with some organisations for young people is 18 years old but for Girlguiding it is 26 years old, and this may encourage people to move onto our organisation
- **Awards Committee** – Chris Wykes is to be the Awards Facilitator for Girlguiding Clwyd. Chief Guide Award – nominations in by 1st October. Girlguiding Cymru will have a new award called 'The Silver Dragon'
- **ALQ Mentors Weekend** – Flyer Tabled
- **Trainers** – Wales desperately need more trainers – anyone interested please contact Lynn Denney
- **WOW Camp** – Maximum number has been increased to 1000. There will be 4 sub camps, will have an international flavour, will be a Mountain Top Moment. Clwyd have been asked to put together a Security Team – Anyone interested in going please contact Meg.
- **Centenary Camp** – Flyer
- **Tall Ships** – Flyer – Grants now available
- **Bag Packing** – Week Leading up to Easter 2010
- **Winning Cheese** - Cost approx £4 and will be on sale at various events and retailers
- **Banners** – Any event can borrow centenary banners from Wales – there will be a £50 refundable deposit.

13. Opening of Ty Clwyd

A discussion took place on how to mark the opening of Ty Clwyd. Jane to look at events/dates that are already booked at Ty Clwyd and come up with a date.

14. Date and Venue of Next Meeting

Please note change of date to that previously on rising dates

Wednesday 28th October 2009

Venue: Ty Clwyd - to be confirmed

Commissioners – 7 p.m.

Executive Meeting – 7.30 p.m.