

**MUDIAD FFERMWYR IEUAINC MALDWYN
MONTGOMERY FEDERATION OF YOUNG FARMERS CLUBS**

Minutes of the meeting of the Finance & Development Committee held on Thursday 5th January 2012 at Coleg Powys Farm, Newtown at 7.30pm.

PRESENT: Kathryn Savage, Richard Mountford, Andrew Morgan, Laura Roberts, Jonathan Butters, Michael Davies, Danielle Evans, Bethan Watkins, Janet Rowlands (County President) Cathrin Rowlands Sonya Wedge, Gerallt Evans (County Chairman)

APOLOGIES:

Rachel Andrew, Helen Morgan (County Vice Chair)

FD/26/11/12 I GADARNHAU COFNODION O CYFARFOD DIWETHAF / CONFIRM MINUTES OF THE LAST MEETING

Minutes of the meeting held on Thursday 20th October were reviewed and signed by the Vice Chairman, Michael Davies as a true record.

FD/27/11/12 MATERION YN CODI O'R COFNODION / MATTERS ARISING FROM THE MINUTES

The committee asked if the signs would be ready for the pantomime.

Membership Review

Sheets were handed around the committee and the committee discussed that membership didn't seem to bad and thought that with the pantomime coming up figures should rise.

FD/28/11/12 GOHEBIAETH / CORRESPONDENCE

A letter had been received from the television show Big Brother calling for people to enter the show for this year.

FD/29/11/12 ADRODDIAD Y TRYSIRYDD / TREASURERS' REPORT – DANIELLE EVANS

County Dinner Review

Danielle gave a report from Steve Francis and reported that the dinner took just under £3000 and the total profit for the evening was £1500

Public Speaking An invoice had been received for the hire of Llanfyllin high school for £250 as quoted. Catering costs – some bottled water only, cost to be confirmed.

Christmas Dance 2011

Income 2011

Door Takings £1,647.10

Expenditure 2011

Venue Hire £400.00

Texts £18.40

Float £400.00

Total Income £1,647.10

Total expenditure £818.40

Surplus of Income over Expenditure £828.70

Accounts

Sian Brymer Griffiths has helped tremendously over the Christmas period with clearing the backlog of information that was to be uploaded onto SAGE.

In return, the committee agreed to thanking her with a £20 gift voucher of her choice.

There is still more to put on which Lorraine has set time aside to work on over the coming days. Forward for a more sustainable future, it has been suggested to make use of the 'Book keeping service' that PAVO provide for as little at £13 per hour, (Which is highly competitive). If this service could be implemented for 2 hours per month to support the office whilst training is ongoing, (and to be reviewed after 4 months) it would be hugely benefit the federation. The matter is to be discussed further with the Board of Management committee.

The F&D committee discussed the matter and they felt that they didn't feel anyone else should be trained as they feel that there's enough people and don't want to confuse the matter by adding anyone else.

Club Insurance

Invoices have been sent out to all clubs (posted 12th December 2011)

Present Financial Position

The main account currently stands at: **£2527.28**

£1500.66 will be paid in the bank tomorrow (6th January 2012) (banking up until 31st January 2011)

£1228.70 will also be paid in tomorrow (Christmas Dance Takings)
Bringing the account up to: **£5256.64**

Invoices current outstanding:

- Eisteddfod Expenses Claim (Accompanist) £100 (Received 3rd Jan 2012)
- Llanfyllin High School £250 (Received 3rd Jan 2012)
- British Red Cross
(First Aid Provision at Field Day 2011) £144 (Received 3rd Jan 2012)
- Powys County Council
Quarter 3, 50% Contribution) £4235 (Received 3rd Jan 2012)

TOTAL £4729.00

Club Insurance payments have started to come into the office, outstanding payments will be chased up. Same goes for corporate Sponsorship payments. These invoices were posted on 12/12/11.

The committee queered if there was an overdraft in place if anything was to go under.

FD/30/11/12 ADRODDIAD SWYDDOG CYHOEDDUSRWYDD / PUBLICITY REPORT – KATHRYN SAVAGE

Kathryn informed members that all the photos' are up to date. County Times half page will be continuing for another year. Kathryn stressed that she needs clubs to let her know about what's going on in their club as she is finding it hard to fill the half page sometimes.

FD/31/11/12 I DRAFOD AGENDA BWYLLGOR 'TP' (HYFFORDDIANT & HYRWYDDO) I GYNRYCHIOLWYR CODI EITEMAU PERTHNASOL / TO DISCUSS THE WALES TP SUB COMMITTEE AGENDA FOR REPRESENTATIVES TO RAISE RELEVANT ISSUES.

The agendas are yet to be released by Wales YFC, but they have advised that it is likely to be very similar to last years.

FD/32/11/12 TRAINING

At the last meeting the Training Strategy was discussed and amended.

Please note:

With Regards to the Safeguarding Training, the matter was discussed at the last Board of Management meeting, where Nia Lloyd suggested that formal training is not always the best option as attendance can be low, She recommended for a common sense and realistic approach to be taken through various methods. The Board of Management of Wales YFC have put into an operational plan that the County can adapt and use. She was happy to help with developing these.

The County Office has since received a copy of this operational plan that the relevant officers will adapt and present to the F&D Committee and Board of Management for further approval by the Executive Committee.

Mike asked what the committee views were on this.

Safeguarding training can still be arranged in addition if the committee want to still have it / or can be taken off the training strategy for the time being.

The committee were happy for the Board of Management to take a look and report back to F&D.

The most imminent Training that is to be organised are the following:

- **Interim Club Officers Surgery** – The following details have been arranged:

WHO

Steve Francis, Andrew Davies and Gail Lewis have agreed to help run the evening. They will meet prior to the date to discuss plan of delivery and resources required.

WHERE:

The Public Institute, Llanfair Caereinion has been provisionally booked. Hire Cost £40

WHEN

Thursday 23rd February

Invitations will be posted out to all club officials Friday 6th January 2012.

- **Food Hygiene**

Powys County Council can deliver this training and costs can be covered by the Youth Service budget. The only problem is that the Principle Youth Officer has advised that the training is to be undertaken before the

end of March as she is not yet sure what the grant status will be for the next financial year (April onwards). So she has advised that it might be safer doing it sooner than planned (which was going to be May.) Mike asked if the committee were happy with this. The committee agreed to this and this is what the committee come up with:

WHERE:

Coleg Powys Farm
Somewhere cheap in Newtown.

WHEN:

Saturday before the end of March. Either 3rd March or the 24th March.

COST:

Refreshments : the committee suggested for members to bring a packed lunch and the county could provide tea & coffee.

FD/33/11/12 Club Officials Training Weekend

Danielle bought up that Helen wanted to sort out the plan for the club officials training weekend. The committee felt that a weekend would be too much to start off with. So the committee decided to start with just one day training.

WHERE:

Mount Seven
Go Ape
Staylitttle

HOW LONG:

1 day

DATE:

22nd September 2012

FD/34/11/12 CCB CENEDLAETHOL / NATIONAL AGM

• **Bus**

The following companies have been approached for quotes:

AW Coaches **£2125**

Cooksons **£2380**

Celtic Travel No quote received

Owens, Oswestry **£2800**

Goldstar (Could not get through to them on the phone)

Lloyds **£2860**

The committee decided to go for AW Coaches.

• **T-shirts**

The following companies have been approached for quotes:

Mid Wales Embroidery **£14.50 + VAT** (includes all printing) = **£17.40 each**

Egear **£14.50 Inc VAT** (for front embroidered logo & printed back logo.

Additional logos are **£3.60** including Vat.

Embroidery Ideas - Can not print on dark coloured polo shirts as they do not use white ink!

Colour: White

Size: Small – XXL £11.80 (price includes vat & printed logo on front breast)

Size: 3XL -5XL £16.44 (price includes vat & printed logo on front breast)

Colour: Pastel Shades

Size: Small – Large £12.80 (price includes vat & printed logo on front breast)

Size: XL – 3XL £14.50 (price includes vat & printed logo on front breast)

(these colours do not go above 3XL)

If a printed image is required on the back the cost is as follows;

1. 2 lines of text on rear shoulder height additional £2.00 (price includes vat)
2. image to rear of shirt from £2.90 (price includes vat)

T-shirt design

Discuss action to be taken

- has it been published on Facebook as discussed at previous meeting?
Kathryn reported that it had not, but would do it this evening.
Colour: Electric Blue
Writing: White writing with Navy outline.

FD/35/11/12 UNRHYW FATER ARALL / ANY OTHER BUSINESS

200 Club

Danielle informed members present that there was only 100 people in the 200 club draw, Danielle wishes to push this so it can have more people, she was hoping to push it at the pantomime festival. Janet suggested to give the chance for clubs to sell them.

Mike informed that the draw for the pantomime festival was taken place in Activities if anyone wanted to join them.

With no further business the meeting was declared closed at 9.15pm

Signed:..... Dated:.....