

# FEDERATION OF WELSH YOUNG FARMERS CLUBS



## FINANCE AND MANAGEMENT SUB COMMITTEE TUESDAY 11 MAY, 2021 ZOOM, 7.00pm

### MINUTES

**CHAIRMAN:** Kathryn Jones **VICE-CHAIRMAN:** Katie Davies

**PRESENT:** Caryl Haf (Council Vice Chairman), Kathryn Jones (Sub Committee Chairman), Malcolm Thomas (Committee Expert), Katie Davies (Council Chairman), Katie Court (Competitions Chairman), Aled Thomas (Events and Marketing Chairman), Clare James (Rural Affairs Chairman), and Dafydd Jones (Building Committee Chairman),

**IN ATTENDANCE:** Rhodri Lewis, (Wales YFC) and Mared Jones (Wales YFC).

#### FM/36/2021 **WELCOME AND INTRODUCTIONS**

Kath opened the meeting and began by extending a warm welcome to everyone, especially Mared Jones in her first meeting in her role and Rhodri Lewis who was sitting in the seat for the first time since Claire Powell had gone on maternity. Congratulations was given to Claire Powell on the birth of her daughter.

#### FM/37/2021 **APOLOGIES FOR ABSENCE**

Apologies for absence were noted from Sian Healey (Vice chairman Competitions Committee), Niall Evans (International Chairman), Steve Hughson (Committee Expert)

#### FM/38/2021 **TO CONFIRM MINUTES OF LAST MEETING – 29 MARCH 2021**

The minutes had been circulated prior to the meeting and it was agreed by those present to approve the minutes.

Proposed: Aled Thomas

Seconded: Malcolm Thomas

#### FM/39/2021 **ACTION POINTS AND MATTERS ARISING FROM THE MINUTES**

ACTION	COMMENTS
<b>Point 1</b> Proceed with a meeting with Menter a Busnes regarding the Organisational review and start discussions in connection with delivering the other two elements of the projected.	Actioned
<b>Point 2</b> Make contact with LANTRA regarding the training element of the Sustainability & Resilience Role	Actioned
<b>Point 3</b>	

Get lottery documentation to Hilary Jones and arrange a meeting with Dafydd Jones to discuss further	Ongoing
<b>Point 4</b> Look into applying for the Cultural Recovery Fund round 2.	Actioned

**FM/40/2021**

**CORRESPONDENCE**

No correspondence was received.

**FM/41/2021**

**FINANCIAL REPORT**

a) **End of year Accounts**

Claire Powell managed to finish all information needed to send to Ashmole & Co for the end of year. Ashmole & Co have also said they will want to complete the audit earlier this year – probably end of May/June.

b) **Grants**

No Grants has been received since start of the New Year – except the furlough scheme.

Wales YFC managed to submit an application for second phase of the Wales Cultural Recovery Fund with just over £80,000 applied for, which included costs from April to end of September. These included:

- Operating Costs – such as staff wages, Phone & Broadband, Computer purchases
- ICT Software
- Re-starting Costs – Restart packs with Covid compliance products for Wales YFC Office & for all Counties.
- Track & Trace App – looking in to the possibility of developing an app to enable Wales, County & Clubs to implement a track and Trace system.

c) **Terrence Meredith Trust**

Barclays had sent an email to say:

As part of the opening of a Trust account we are required to forward the trust document to our Complex team for assessment as to whether we can open an account for the type of trust. They only recently, 31st March 2021, come back advising the following information:-

We are currently only on-boarding Charity and Pension schemes that has governing documents as Trust deeds. From the name of the trust and as per the clauses mentioned within the deed it does not appear to be Charity and/or Pension scheme.

At this stage we are unable to accommodate the request due to a recent change in policy stance, this may be lifted in future, but for now we will not be able to proceed. Therefore as a consequence of this we will not be able to a business account for The Terence Meredith Trust at this time.

Kathryn Jones had spoken to Steve Hughson regarding this and the solicitors' suggestions was that the money does get transferred to Wales YFC, and be put in a restricted account with rest of the building group money.

d) **Bank Account Signatories Natwest**

Claire sent forms away mid-March, and Wales YFC are still waiting confirmation. Rhodri Lewis had chased and the bank had confirmed that this should be sorted in the next 7-10 days.

**FM/42/2021**

## **REPORT FROM THE DIRECTOR OF WAES YFC**

### **a) Community Engagement**

Menter a Busnes have been approached regarding the Community Engagement with focus on back the YFC Campaign and recruitment to Wales YFC and Counties to attract new members, sponsors and volunteers. Their tender was £25,000 + VAT. The committee was asked if they were happy for this to go ahead, as no other party had shown any interest. It was recommended that Wales YFC should proceed with this Menter a busnes.

### **b) Organisational Review**

It was recommended by P&R during the last meeting to proceed with Menter a Busnes for the Organisational review. Menter a Busnes were approached and have started working on the review. It was noted that it would only be right that the new chief executive or director of Wales YFC should be involved in the review to support putting it together. Menter a Busnes have analysed and compared a similar vacancy with Organisations similar to Wales YFC. From this, their recommendations are:

- The duties outlined in the job description are discussed by the relevant committee within Wales YFC as a basis of the role of the next Chief Executive of Wales YFC
- Wales YFC Committee consider increasing the salary range of the Chief Executive to £40,000-£45,000 to reflect the National profile of the role, main Youth Organisational in Rural Wales, responsibilities for Safeguarding young people, and attract a calibre of candidates.

### **c) Staff**

It was noted that Catrin James will leave her role as Wales YFC Welsh Language Officer on Friday 21<sup>st</sup> May. It was recommended that the job role would be circulated as soon as possible. Sian Thomas left her role as Operations Officer at end of April, and Wales YFC has asked Helen Evans, who used to do the role if she would be willing to cover the role for now, and she has accepted and will start on Wednesday 12<sup>th</sup> May. Mared Jones, Rhodri Lewis, Tomos Rees and Megan Jones are all working 2 days a week, with Ann Hammonds on furlough. Helen Evans will be Safeguarding Officer.

**FM/43/2021**

## **AGENDA ITEMS & DATES FOR NEXT MEETING**

The next meeting will be on 6 July. It was noted that if anyone wanted to raise anything for the agenda to send to Rhodri Lewis.

**FM/44/2021**

## **ANY OTHER BUSINESS**

None.

As there was no further business, the meeting was then declared closed at 8pm.

**Signed:** .....

**Dated:** .....