

MUDIAD CLYBIAU FFERMWYR IFANC CYMRU



FINANCE AND MANAGEMENT SUB COMMITTEE
TUESDAY, 25 JANUARY, 2022
ZOOM, 7.30PM

MINUTES

CADEIRYDD / CHAIRMAN: Iwan Meirion **IS-GADEIRYDD / VICE CHAIRMAN:** Caryl Haf

PRESENT: Malcolm Thomas (Committee Expert), Caryl Haf (Council Chairman), Kathryn Jones (Committee Expert), Katie Davies (Past Chair Council), Hefin Evans (Vice Chairman Council), Dewi Davies (Vice Chairman Rural Affairs), Dafydd Jones (Building Group Chairman), Iwan Meirion (Finance & Management Chairman), William Jones (Rural Affairs Chairman) & Aled Thomas (Events & Marketing Chairman).

IN ATTENDANCE: Phil Ellis (Chief Executive Wales YFC) and Claire Powell (Wales YFC)

FM/12/1922 CROESO A CHYFLWYNIADAU / WELCOME & INTRODUCTIONS

Iwan Meirion welcomed everyone to the meeting.

FM/13/1922 YMDDIHEURIADAU AM ABSENOLDEB / APOLOGIES FOR ABSENCE

Apologies were noted from Hilary Jones, Cerys Hart, Chris Lewis, Steve Hughson, Sian Healey and Sioned Davies.

FM/14/1922 TO CONFIRM THE MINUTES OF THE LAST MEETING – 15 NOVEMBER 2021

The minutes had been circulated prior to the meeting and it was agreed by those present to approve the minutes with the following amendment;

- The terms of reference – all experts are there in an advisory role and do not get voting rights.

FM/15/1922 ACTION POINTS AND MATTERS ARISING FROM THE MINUTES

ACTION	COMMENTS
Point 1 Terence Meredith Trust – follow up the transfer of money with RWAS and solicitor.	Listed on the agenda to discuss.
Point 2 Complete signature changes on bank account.	It was noted that the mandate form had been sent to NatWest.
Point 3 Cultural Recovery Fund Phase 1 – to feedback at the next meeting with	To be covered by the Chief Executive under his report.

further information on where we are with this project.	
Point 4 Office 365 to follow up with BCCIT and progress project.	To be covered by the Chief Executive under his report.
Point 5 Quality Mark work to be out sourced to a consultant.	To be covered by the Chief Executive under his report.
Point 6 IPADS – make sure current officers have IPADS to use should they wish.	This point had been actioned.
Point 7 WIFI to be looked at for future use.	No action had been taken on this as yet. However it was agreed for the building group to pick up as and when the project progresses.

FM/16/1922

CORRESPONDENCE

None.

FM/17/1922

TERRENCE MEREDITH TRUST FUND

Kathryn Jones confirmed that this matter had been dealt with and the money should be reaching Wales YFC bank account in the very near future. It was agreed that Claire Powell will inform all the members of the committee once the transaction had been completed. Kathryn was thanked for her work and it was noted that the committee were relieved that it been sorted after a very lengthy process.

FM/18/1922

BUILDING GROUP REPORT

The building group report was given by Chairman Dafydd Jones who began by confirming a meeting and walk around had taken place at the Showground and Wales YFC Centre with Celf Creative. Celf Creative had completed some drawings of how a new build may look which was shared on the screen. It was noted that Lottery funding of £37,000 had been approved to include costings up to the planning stage. No further spend had been confirmed beyond this point. Phil had started looking at funding pots for the actual build. It was noted that full costings will need to be sourced and brought back to this committee. The committee agreed a letter needed to be sent out to all the companies and individuals who had kindly donated to the 'Buy a Brick' campaign. Dafydd confirmed that a letter had previously been drafted but it was unclear as to whether it had actually been sent. It was agreed to follow this up and to send the letter.

FM/19/1922

FINANCE REPORT

Claire Powell Finance & Administration manager reported as follows:

- a) **Bank Balances** – were noted.
- b) **Events** – it was reported that two face to face events had taken place to include the Eisteddfod and the Winter Fair. A general overview of income and expenditure was reported and it was noted that the Eisteddfod at this stage had made a slight profit with the Winter Fair making a slight loss. Brecknock County had collected over £3000 in sponsorship for the Eisteddfod and more sponsorship would be needed in future for the Winter Fair.

- c) **Grants & Donations** – to date the following had been received;
 - S4C – donations = £750
 - Welsh Language Grant = £63,000 currently still outstanding but Rhodri Lewis (Welsh Language Officer) confirmed the full amount is due very soon.
 - NYVO - £30,000 for year 2 of the current application awaiting payment.
 - NFU Charitable Trust - £7000 (next application date in May) it was agreed that the Agri Eye trips to be included in this application.
 - Cultural Recovery Fund Phase 2 - £87,633
- d) Wales YFC Chosen Charity – has been confirmed as the Alzheimer's Society with all donations coming to Wales YFC from individuals, companies and Counties. A final cheque presentation will be completed at the end of the year.
- e) Bank Signatures – a mandate form has now been submitted to NatWest to change bank signatures, adding Phil Ellis and removing Rhodri Lewis.
- f) Sponsorship - Sponsorship had been received from Dwr Cymru, ABP and Dunbia with discussions starting with other companies for future commitment. Kathryn Jones very kindly offered support with complying packages for sponsorship. It was also noted that perhaps Dunbia could be approached to support Wales YFC with some Stockjudging guides and training videos. The committee suggested that the Rural Affairs committee should liaise with Dunbia on this.
- g) Eisteddfod – Kathryn Jones, Castell Howells was thanked for transporting staging for the Eisteddfod which saved a lot of money on transportation costs.
- h) Chairman's Dinners – it was noted that no dates or talks had started with Counties as yet regarding the three Chairman Dinners. This was due to COVID restrictions coming into force during January 2022.

FM/20/1922

REPORT FROM THE WALES YFC CHIEF EXECUTIVE

The Chief Executive's report was given by Phil Ellis, Wales YFC;

- a) **Staffing** – Rhodri Lewis current Welsh Language Officer had tendered his resignation as of the 18 February 2022. The appointment of a new RA Officer had fell through as the candidate withdrew their application. Therefore both positions were back out for advertisement.
- b) **Office 365** – this was still ongoing however a meeting was scheduled with BCCIT to move the project forward. Iwan Meirion reinforced the importance of this as it will benefit Counties as well as Wales YFC.
- c) **Cultural Recovery Fund Phase 1** – work with Menter is ongoing and regular updates and meetings are taking place. The review and other work should be completed before the end of this financial year. A marketing plan has almost been completed.
- d) **Monthly Grant Updates** – it was agreed that an update of grants applied for, grants received and applications outstanding will be sent to all committee members on a monthly basis from Phil.
- e) **Admin Support** – it was noted that the current staff were at capacity and the addition of an administration role would benefit the organization moving forward. The committee asked that a staff structure should be drawn up and brought for approval to the next meeting.
- f) **Income Officer** – Phil reported that an income officer post would benefit the organization and noted that there was potential funding for such a position. The committee were in agreement that such a role would be advantageous especially if funded for the first year. It was agreed to proceed with the grant application.

FM/21/1922

AGENDA ITEMS & DATE OF NEXT MEETING

The dates of the next meeting was confirmed as Tuesday 5 April 2022, face to face at the Wales YFC Centre.

Agenda items for the next meeting;

- Building Costings for build
- Mentr Busnes full update on the review
- Grants Timetable

FM/22/1922**ANY OTHER BUSINESS**

- a) **Claire Powell** – the committee welcomed Claire back after her maternity leave and thanked her for her work thus far.

As there was no further business, the meeting was then declared closed at 8.45pm.

SUMMARY OF ACTIONS

ACTION	COMMENTS
Point 1 Claire Powell to notify the committee as soon as the money has been received from the Royal Welsh Show Society. The money from the Terrence Meredith Trust Fund must then remain as restricted funds.	
Point 2 Building Group to comply full costings for the full building project before any spend it to be committed	
Point 3 A letter to be sent to all companies and individuals who donated to the 'Buy a Brick' campaign.	
Point 4 Office 365 to be progressed.	
Point 5 Phil Ellis to draft a Staff structure to be approved with P&R and F&M.	

Signed:**Dated:**