

## **Cyfeillion Cadw Tremadog**

Registered Charity no. 1006196

Limited Liability Company registered in Britain no. 2660688

*Meeting of the Governing Body 14/10/13*

DRAFT

### Present

Gareth Hughes  
Bethan Rees Jones  
Elsbeth Thomas  
Carol Hayes

### Apologies

Dewi Williams, Co-chair  
Jane Johnson  
Graham Johnson, Co-chair  
Lyn Jones

Frances Voelcker, secretary

1. Apologies: Graham Johnson & Jane Johnson are away from Tremadog; Dewi Williams is at another meeting; Lyn Jones is unwell. Bethan Rees Jones took the chair.
2. Minutes Trustees' meeting of 08/11/12: *proposed correct*: Elsbeth Thomas;  
*seconded*: Carol Hayes

It was noted that there has been no formal meeting in which Minutes were taken since November 2012, other than the AGM in February 2013. Once again, trustees have met to make practical arrangements in support of Spring Open Day on 4 May 2013 and the second combined with Tremadog Summer Fair on 7 September 2013. The trust secretary had handled the routine matters concerning maintenance of the former church property, the plasterboard lining in the tower room, and general administration which did not require special decisions. The treasurer had received income from sales and donations and payed these in, and made payments out, of the trusts accounts and these will be reported at the end of the financial year.

3. Matters arising:
  - i.) *Madocks Arms Hotel*. This was bought for less than the asking price by the owner of the Fleece. It was noted that four of the bedrooms are being refurbished, apparently without any notification to the local planning authority. The extent of the works is not known.
  - ii) *Market Hall*. Alwyn Griffiths, County Councillor, is negotiating with the owners of the hall, the Portmeirion Estate, to try to secure community use of the Market Hall. The Estate is happy in principle for the community to use the building but the terms of a lease (including payment and maintenance) have not been identified. The Hall has been used at special Tremadog fairs and for a few other community events but a long-term viable end-use is still being sought.
4. Church property: Frances Voelcker reported that
  - i) Cycle of routine annual servicing/maintenance work continues. Delayed Lift service and annual electrics safety check were carried out early in the trading year. It was noticed that a connection in the pipework to the low level radiator beneath the East Window had been leaking for some time causing damage to surrounding plasterboard. FV asked two local plumbers for quotes. One was received. She has since contacted the boiler installers who also installed the

radiators, and they have agreed to bring forward the annual boiler safety check, and to repair this pipework at the same time.

- ii) The lower walls of the tower have been lined with plasterboard, and decorated by Pat Harper who also donated £120 towards the costs. The work was carried out by Glyn Owen Plasterer, of Tremadog, for £620.00
- iii) External light at the east end has been replaced, and moved to a higher position so that vandals will not be able to reach it so easily, for £290.96
- iv) The knothole in the front door has been filled, and the swollen edges planed down and sealed; an internal door-closer has been repaired for £82.56.
- v) Internal decorative condition. It is now seven years since the tenants Cartrefi Cymru, moved in. Although the decorative condition remains good, there is now considerable wear and tear which is beginning to detract from the appearance of the building, in particular, plasterboard fixings are “popping”. Although it is a condition of the lease that the tenants maintain decoration, it was agreed that FV should discuss with them a sharing of the work, perhaps on the basis of CCT to arrange securing plasterboard fixings and plaster-filling of these and other cracks, Cartrefi Cymru to pay painting costs.

## 5. Gardens

- i) Drainage at north side of church has been replaced.
- ii) FV contacted the probation service, and was given the contact details of the fieldwork co-ordinator. She agreed with him that she would meet him on the site on one of the two days per week that he and the team were in the Porthmadog area. Since then she has left three messages on his mobile trying to arrange to meet, but he has not responded.

6. Tannery: No developments on the site. FV and BRJ have not approached the owners. The house next door and attached to Bron Haul (the house on the Tannery site) has recently been sold.

7. Capel Peniel: No further developments to report

8. CCT's Sales: Elsbeth Thomas reported that she delivers the trust's booklets to various sales outlets each spring. The re-opened Maritime Museum in Porthmadog has taken more booklets. Totals delivered and income received will be reported at the end of the trading year.

## 9. Accounts

- i) Reminder that the end of the trading year is 30 November 2013, so any expenses should be claimed and any donations made as soon as possible so that they have passed through the account by that date. FV will collate her expenses.
- ii) FV reported that she has tried to make a *Gift Aid Reclaim* from HMRC, as they required claims to be made on line, and by 30 September. But their online method did not work, so FV sent a paper claim. After further delay, she

phoned them, and was told that because CCT registered some time ago, we were not asked for as much documentation as is now required, so two of the trustees or directors have to sign documents stating that they are fit and proper persons. However, now HMRC say they have been overwhelmed by work and cannot process Gift Aid for several weeks.

10. Association of Preservation Trusts: This is the umbrella group for Buildings Preservation Trusts. It has been inactive in Wales for some while due to losing funding for its development officer, but is trying to regroup, and will hold a Meeting in North Wales 8 Nov at 10.30 in Colwyn Bay. Frances Voelcker will attend, any other Trustees would be welcome to travel with her. APT has a new website to which CCT trustees, as members, may have access:
11. Website fee and revamp: The invoice from Andy Jones for the annual fee for hosting, spam check and domain name etc for CCT's website has been received. Mr Jones suggests the website needs an overhaul. FV has much material to add to it. Trustees agreed FV should ask Andy Jones for his costs for suggested revamp.
12. AOB:
  - i) FV to remind tenants of old church about cigarette smoking, and ask them to provide an ash bucket and a stubs bin
  - ii) Wheely bin left at front door of church – ask tenants please make sure it is down at bottom of ramp
  - iii) Rubbish pick-up in grounds and gulley-clearing not yet carried out this autumn: FV to e-mail trustees of day and time
  - iv) Porthmadog Town Council is providing two smart-phone “history points” at Pencei and Tremadog, where people with smart-phones will be able to download bilingual information on local history. Dewi Williams and Bethan Rees Jones will check the content.
  - v) A Welsh TV company is going to make a history programme for children of the area's history from the iron age on. Bethan wants to make sure they include Madocks, the Coadestone Arch, and the water power system.
  - vi) It was agreed that CCT should pay the Mantell Gwynedd annual fee £10.00
13. Date & Time of next Trustees' meeting and AGM: Trustees 17 Feb 2014: 6.30 followed by AGM 7.00 p.m.