

# Cyfeillion Cadw Tremadog

Registered Charity no. 1006196

Limited Liability Company registered in Britain no. 2660688

*Meeting of the Governing Body 02/10/17*

## Present

Dewi Williams  
Elspeth Thomas  
Aled Griffith  
Gareth Hughes  
Jane Johnson

## Apologies

Bethan Rees Jones (away)  
Lyn Jones  
Alwyn Gruffydd

Frances Voelcker (Secretary)

1. **Apologies** were received from Bethan Rees Jones and Alwyn Gruffydd.
2. The **Minutes** of the previous meeting held 05/06/17 were read.

*Proposed accepted correct: Gareth Hughes; Seconded: Dewi Williams*

## **3. Matters arising:** none

**4. End of Cartrefi Cymru Lease:** FV reported that she had received the keys from Cartrefi Cymru on 8 September, and read the water, gas and electricity meters with Einir Jones from Cartrefi Cymru. The redecoration and cleaning have been completed. Although there is still some odour in the rear lobby, FV has treated the carpet there and it is improving. The windows are not fully cleaned inside, but as they have not been cleaned outside which Cartrefi Cymru consider is CCT's responsibility, it is hard to see where they need further cleaning inside. Cartrefi Cymru have requested full return of their £2,500 deposit. Trustee approved this unanimously.

*Rot in kitchen floor:* Following the discovery when Cartrefi Cymru removed their cupboard of rot in the kitchen floor: the cause (mouse-damage to a plastic pipe concealed in a duct) has been repaired; FV contacted the insurers who appointed Loss Adjusters; the floor coverings, rotten skirting and floor boards, trimmers, plaster and studwork have been stripped out; all has been replaced; redecorated. FV has obtained quotations for replacing the underlay and vinyl floor covering, and this work should be carried out shortly.

**5. Lease, Deposit and IT for Ffestiniog Travel:** Frances Voelcker has received the Trust Deed of Deposit and the Lease with Ffestiniog Holdings Ltd (Ffestiniog Travel) ready for signing. Both were signed by Dewi Williams as a Director and as Chair of Trustees of CCT, and by Frances Voelcker as Secretary of CCT.

Frances Voelcker is to ask Ffestiniog Travel if they want anything publicised: if so, the papur bro is Yr Wylan.

## **6. Landlord's regular tasks**

*Lift:* The lift was serviced in August

*Clock:* Smiths of Derby attended and replaced a worn component that was causing the hands to go backwards. They have quoted reduced servicing charges if the trust pays in advance for three years. FV has calculated the saving, which is not significant. She would prefer to keep it simple, with an annual payment for each service. Trustee s agreed.

*Boiler:* The new boiler was installed in June, and the old boiler was serviced.

*Electrics:* Falconer Electricals Ltd have completed replacement of path lights. They report that they carried out the annual service in February, but have not yet sent the report itself nor an invoice.

*Lightning protection:* This was serviced in August

*Planned work: window repairs.* FV has contacted supplier recommended by Crittalls (the manufacturer of the windows) and received one excessive quotation, and a visit from one glazier. More quotations are expected.

**7. Getting ready for hand-over to Ffestiniog on 1 November:** Dewi Williams reported that he picked up litter around the site on 29 September. Gareth Hughes will do further litter-picking for 1 November, and remove the bins supplied by Gwynedd Council to Cartrefi Cymru as these are being used by the public. Aled Griffith will clean the gulleys. Lyn and George Jones, and Gareth Hughes, will clean the windows inside and out.

**8. Open day on 2<sup>nd</sup> July:** Dewi Williams, Elsbeth Thomas and Jane Johnson manned the church at the open day. There were only half a dozen visitors, and a small number of sales of booklets. The takings were handed to Lyn Jones the Treasurer.

**9. Website:** No progress, due to FV being busy with change of tenancy, and repairs.

**10. Any Other Business:** None.

**11. Next Trustees' Meeting:**

**26 February 2018, at 6.30 p.m. with the AGM following at 7.00 p.m.**