

Cyfeillion Cadw Tremadog

Registered Charity no. 1006196 Limited Liability Company registered in Britain no. 2660688

Meeting of the Governing Body 22/10/18

Present

Dewi Williams (chairman)
Elspeth Thomas
Gareth Hughes
Jane Johnson
Lyn Jones

Apologies

Bethan Rees Jones (unwell)

Aled Griffith

Frances Voelcker (Secretary)

Alwyn Gruffydd (County Councillor)
Maria Cook (Ffestiniog Travel)

- 1. Apologies** were received from Bethan Rees Jones.
- The **Minutes** of the previous meeting held 25/06/18 were read.

Proposed accepted correct: Lyn Jones; *Seconded:* Elsbeth Thomas

3. Matters arising: Re item 4, **Capel Peniel**

i. Frances Voelcker reported that Ymddiriedoaeth Addoldai Cymru/The Welsh Religious Building Trust has agreed to allow CEFN to use the former school room at the back of Capel Peniel.

ii. Trustees asked if the new sign had been erected yet by Peniel: Not yet

4. Frances Voelcker reported the difficulties with **Companies House** on filing the trust's accounts. She had uploaded the accounts on 19/04/18, and had a print-out of what she had put onto the Companies House online filing system. On 21 July, Companies House sent an e-mail stating that the accounts were still due, so FV had checked her files, which confirmed, as she remembered, that she had filed the accounts. On 11 September, Companies House had written to say that the company could be prosecuted and struck off the register. This letter was picked up from the Chip Shop (CCT's registered office) on 5 October by Lyn. Lyn contacted Companies House at once: they agreed to defer prosecution but warned that an automatic late filing penalty would be incurred. On her return, FV tried to phone Companies House but could not get a reply, so sent an e-mail. After some days waiting for their response, she tried again by the phone. They said that perhaps she had not fully completed the online filing process by pressing the final 'confirm' or 'submit' button. FV went online, found the accounts already there, and pressed the required button. They were confirmed accepted on 23 October 2018.

5. Church Property - Landlord's Duties:

a) Glyn Owen, Builder, has reduced the uneven height of the slate floor in the outer lobby, so Frances Voelcker will now be able to install the remaining draft strip and rain deflector for the outer front door.

b) Glyn Owen has managed to clear tree roots from the drains on the south side of the building, so these do not need to be broken out and replaced.

c) One of the boilers has been losing pressure and requires re-pressurising, which means the tenants have to climb into the boiler loft to re-pressurise the system. Rodney Morgan, the plumbing and

heating engineer, has proposed that it would be less costly and more convenient to install pressurisation loops for both boilers in the downstairs kitchen than to install an automatic re-pressurisation system in the boiler loft. This cost falls to the tenants, but they require the landlord's approval. *The trustees approved the installation by the tenants of re-pressurisation loops in the kitchen.*

6. Church Property Gardens

The tenants are getting the grass cut regularly.

At the Open Day on 7 July, two children (**Insert names**) helped plant an oak seedling in the grass on the north side of the Coadestone Gate. Despite the hot dry weather, the little tree appears to be well.

7. Booklets and Leaflets: Elsbeth Thomas reported that none have been sold since the Trustees' meeting in June. FV reported that Browsers have recently requested more stock. Maria Cook reported that Ffestiniog Travel have not sold any, as they cannot be displayed in the lobby area with the free travel brochures.

8. Open Day: 7 July 2018 Tremadog Fair. Trustees discussed how few come to Open Days now. This may be because many have seen inside the building and had the tour previously. It is also a nuisance and a slight security risk for the tenants, as they use the upper floor as an office, rather than a meeting room. FV advised that the terms of the grant require reasonable public access arrangements, and suggested this might be fulfilled by offering access by prior arrangement on application. Trustees agreed to change to this, and asked FV to write to Cadw and HLF to tell them of the Trustees' decision. FV will also put this onto CCT's website. (The period for which WDA's grant conditions applied has expired.)

9. Website: Frances Voelcker reported that she has begun to update CCT's website.

10. Any Other Business:

i. Lyn noted that at last the new bank accounts are in place at HSBC. When the Trust wanted to set up a new bank account for the tenants' rent deposit, HSBC informed us that none of the existing accounts was of a type the bank offered, so all must be closed and new accounts opened. This required a change to the signatories and to the Directors, as bank identity checks would not allow the continuation of the existing signatories and Directors unless they were already HSBC customers or could come in, in person, with identifying documents, but Bethan Rees Jones was unwell at the time. HSBC did not inform us when the new accounts became active, nor of the names and numbers of all the new accounts; they did not transfer the rent payment set up by Ffestiniog Travel on the old account onto the new account, although this has now been done. FV still has to write to the two people that make donations by Standing Order, to ask them to set up new Standing Orders to the new account.

ii. Bethan Rees Jones sent a message to remind Trustees that the deadline for an application to the Rebecca Trust was before the end of October. FV confirmed that she has submitted an application on 4th October.

11. Date and time of next Trustees' meeting Monday 25 February 2019, 6.00

Followed by AGM at 6.30

