

Cyfeillion Cadw Tremadog

Registered Charity no. 1006196

Limited Liability Company registered in Britain no. 2660688

Meeting of the Governing Body 31/10/16

Present

Dewi Williams (Chair)

Gareth Hughes

Elsbeth Thomas

Jane Johnson

Aled Griffith

1) Apologies Bethan Rees Jones (unwell); Lyn Jones (working); Alwyn Gruffydd (away)

2) Minutes of 20/06/16 were read. *Proposed:* Elsbeth Thomas *Seconded:* Jane Johnson

3) Matters Arising: Redesign of website: FV obtained several quotations but these were high (especially because we need a bi-lingual site), and hard to compare as they offered different services and charged in different ways. She was advised by one website designer that a DIY website using one of the templates might be sufficient for us. FV will look into this.

4) Reminder that the Trust's trading year ends 30 November. FV asked if she could submit her expenses as secretary. *Agreed* unanimously.

5) Church Property: Landlord's duties.

i. The secretary reported that regular servicing and safety checks of lift, bell and clock, and lightning protection system have been carried out. Boiler and electrics will be requested soon, as they were carried out only in November/December last year. FV will report external path light failure discovered this evening.

ii) FV reported progress on planned work: **porch security door** is being made and will be installed before Christmas; Original Roofing Company proposed deferring the **roof repair** until spring 2017 due to their workload but FV insisted they re-secure slipped slates this autumn as the insurers required this. Original Roofing Company carried out this work in the first week of October, (work required on the **lightning system** was carried out at the same time) and FV has since confirmed to the insurers that this work has taken place. Original Roofing Company will return in the spring to overhaul the whole roof.

iii. **Windows.** No progress in obtaining quotations for the replacement of failed double-glazing units and repainting of the window frames. FV reported noticing that one of the spandrel lights (north transept) has been broken. She has asked the tenants Cartrefi Cymru to get this repaired (it is their responsibility under the lease) and to let her know who they have approached so that the Trust can ask them for a quote for the rest of the work to the windows.

iv. **Gulleys and downpipes.** Aled Griffiths reported that he has cleaned all the gulleys. A downpipe on the north side is blocked, and cannot be rodded from the bottom because of the bend. FV to ask Pritchard and Griffiths to remove the bottom section, clear the pipe, and refix.

6) Church Property: Cartrefi Cymru have signed to extend the **lease** by one year, till October 2017, without grass cutting. The uncertainty about their ongoing funding prevents them signing for longer.

Future letting: FV had drafted an advertisement to let the building, which Trustees approved. Since it took a number of years for the Tremadog Town Hall to be let, it was agreed that CCT should start to advertise the former church as soon as possible, as available from October 2017. Dewi Williams

will prepare a Welsh version, then FV will send the advert to Mantell Gwynedd and Porthmadog Town Council. She will find out if there is a business-support unit still in Gwynedd Council. She will investigate erecting the trust's sign with a To Let notice on it.

7) **Church Property Insurers** have required that the Trust carry out a Risk Assessment for the site and premises, and keep this on their records. They provided a format. FV has completed the assessment and passed it to Aled Griffiths to check as he has experience in this. FV has confirmed to insurers that the Risk Assessment has been made.

8) **Church Property: Gardens.** Trustees not tenants are now responsible for grass cutting. FV has asked one contractor for a quote. She has applied to the Rebecca trust for financial support with this.

9) **Open Days** Tremadog Fair is now held in July with an event in November: *agreed:* that CCT's Open Days (required as a grant condition by Cadw) will be held on the same days.

Trustees discussed how to involve more of the community: agreed to ask Ysgol y Gorlan if the older children could help with a **Litter Pick** + cake and a drink + a talk on recycling from Gwynedd Council. FV to approach headmistress, then GardenCraft for small gloves; Gareth will arrange recycling speaker; Elsbeth and Jane will provide cakes. FV to set up small slide projection. Date to be confirmed - either week beginning 14 November or 21 November.

10) **Quaker use of Meeting Room.** This has ceased now as the Quakers have moved to the Canolfan in Porthmadog.

11) FV was contacted by Sara Eade, a local historian, about her forthcoming **book about Madocks**, his contemporaries and successors. FV gave her some information, asking that CCT be credited as the source.

12) **Any Other Business:**

It was noted that Welsh Religious Buildings Trust has been awarded a grant for the repairs to **Capel Peniel**, but that the WRBT office there has been closed as Gruff Owen has resigned from the post.

13) **Date and time of next meeting:** *Agreed:* A regular meeting pattern of the First Monday in February, June and October. The next meeting will therefore **be Monday 6 February 2017**. This will be the AGM.