

MINUTES

Of the

Of the Meeting Room Working Party held on Monday 15 September 2014 at 7 pm

1 **Members Present:**

Councillors: T Paradise (TP), W M Tucker (WMT)
Group Representatives: C Lewis (CL), L Palmer (LP), P Reynolds (PR),
Clerk: M J Cory

Apologies: Councillor W P Evans (WPE) and M James (MJ)

2 **Minutes of the last Meeting 16 June 2014**

The Minutes of the last Meeting were approved with no matters arising.

3 **Events to date:**

The Village Association (VA)/Fete Committee, the WI, the Gardening Club Down2Earth and the Community Council continue to hold meetings at the MR. Invoices will be sent out later this month/early October.

The VA has used our electricity for both the Hog Roast (5 July) and will use it for the Film Night (13 Sept) and are prepared to pay. When the electricity bill has been received by us they will be invoiced accordingly.

Brenda and Anita had a Coffee Morning and Book Sale on 12 July to raise funds for a 'Bus Trip for residents.

4 **Future Events**

Friday 26 September – Macmillan Coffee Morning in Honour of Councillor Dewi Thomas from 10 am to 12 noon

- It is hoped to get marketing material out this week.
- Help is needed to – set up the gazebo and tables, erect bunting and blow up balloons. TP and WMT agreed to attend at 8.30 am to set up with the Clerk. Councillors W P Evans and D R Thomas be contacted re same. Balloons to be placed around MR.
- It was suggested that Clerk contact residents to assist with serving teas/coffees etc (kitchen duty)
- Clerk would send out a newsletter to encourage residents to bake cakes.
- Raffle tickets – 50p a ticket or £2.50 a strip. Barbara Owen has agreed to take care of the Raffle and Competitions on the day, with Sarah Hewett helping. Draw to take place at 12 noon.
- An information pack from Macmillan was inspected by Members.
- Clerk to do the marketing eg posters, leaflets, Carmarthen Journal etc
- Clerk to open MR at 8.30 am and close down at around 1 pm
- All proceeds to Macmillan

Friday 10th October – Open Evening of David Miller Art Exhibition 7 pm – 9 pm followed on the Saturday and Sunday by an exhibition open from 11 am to 2 pm on each day.

David Miller has been contacted and he has confirmed that he will do the Art weekend. He will not charge for the exhibition so entry will be free. Clerk to purchase a gift for him.

Friday 10 October at 7 pm - Open Night of the Exhibition

- David will put on a slide show and have prints and framed paintings on display and for sale.
- Clerk will assist David to 'set up' from 4 pm to about 6 pm on Friday and will open up and close down MR after the Open Evening.
- It is hoped that all Members will be there that night to help out with the refreshments etc.
- Refreshments to be purchased by the Clerk who would also get the glasses. CL said she would provide some nibbles.
- David has agreed to give us a print to raffle and he is happy for the proceeds of the raffle to be used for purchasing the refreshments. Raffle tickets £1 each. Clerk to purchase a gift eg bottle of wine for David. A volunteer is needed to sell raffle tickets on the night and they will be up for sale on Saturday and Sunday by those Members who have agreed to supervise. Draw to take place on Sunday at 2 pm.

Saturday 11 October from 11 am to 2 pm

- There will be two 1 ½ hour 'drop in and out' sessions, with teas, coffees available if required (for sale).
- Dianne Paradice has agreed to open up the MR at 11 am and take charge of the session from then until 12.30 pm.
- C L will take over from Dianne at 12.30 pm and close down at 2 pm.
- David won't be there on Saturday.
- Raffle tickets to be sold by member in charge.

Sunday 12 October from 11 am to 2 pm

- There will be two 1 ½ hour 'drop in and out' sessions, with teas, coffees available if required (for sale).
- LP will open up the MR at 11 am and supervise from 11 am to 12.30
- WMT will take over from LP at 12.30 pm until 2 pm and help to pack away and close MR.
- David won't be there until about 2 pm.
- Raffle tickets to be sold by member in charge and the Draw will be at 2 pm.

Thursday 16 October at 7 pm Llanddowror Flood Group Meeting

- The next Flood Group Meeting will be in May 2015.
- Clerk to open up and close down.

Friday 24 October – Simon Hart's Surgery from 3 pm to 5 pm

- Clerk to open up and close down.

Thursday 20 November – Talk/Slide Show by local Paleontologist Patrick McDermot at 7 pm

- Clerk to fetch Patrick from St Clears and open up the MR for 4 pm to help set up then take him home again about 5 pm. WMT to pick him up at 6.30 pm and take him home around 9.30 pm. Clerk and WMT to help pack up and close down the MR.
- Patrick will not charge for the evening so a gift would be appropriate.
- A Raffle is to be held at 50p per ticket and this will pay for gift for Patrick.
- Free entry but coffees and teas will be for sale – charge for coffee/tea and biscuit 50p.

Saturday 22 November – WI Christmas Fair from 2 pm at the Meeting Room

- LP to open up the MR in the morning for the WI and close down when finished.
- PR, TP and WMT agreed to erect the gazebo at 10 am and help set up tables as requested by the WI. DRT and WPE to be contacted to assist.

Friday 16 January – ‘Poems and Pimms Night’ at 7 pm in the Meeting Room.

- A quiet night after the Christmas celebrations. Attendees could bring along poems they have written and also read out their favourite poems if they so wish but this is obligatory.
- A raffle is to be held at 50p per ticket to pay for the nibbles, refreshments and the raffle prize.

5 **Purchases from Grant Funding**

Building Works (RDP): There are still some minor works to be completed eg removal of tree trunks and Mark has agreed to contact Chris Thomas regarding the stump grinding.

A final evaluation of RDP grant funding with R Davies will be held next Thursday at 9.30 am and Members were invited to attend.

Loft Insulation (Zero Carbon): loft insulation for the whole of the roof area, including the PCs has been installed by Chris Thomas and grant money has been received in full.

There may be an opportunity to secure a further grant (Awards for All) for up to £5,000 and ideas for this are as follows.

Pop-up Gazebo	Cigarette bins
Indoor mat for MR	Laptops
Wall mounted air conditioner	Installation of Quooker in kitchen area
Wall Clock	Sensor activated lights for PCs
Tarmac for whole area around MR	Coffee Machine

6 **‘Showcase’ of the MR**

There will be a meeting on Tuesday 16 September at 12.30 pm with a media company (Adam Amor of Buffoon Ltd) and CCC who are looking to film exemplar projects within the RDP area. Members were invited to participate in being filmed and to express views on the MR – CCC and WG want the opportunity to showcase the project completed.

7 **Update on the PCs /MR**

- A new WC sign has been delivered and is to be placed on the wall at the side of the MR.
- The bollards remain but could possibly be removed if and when we get the surround tarmaced.
- The two poles that originally carried the signs for the B&B have been removed.
- The MR entrance door has a gap all around and this could pose a problem in the winter months therefore needs to be insulated. Clerk to purchase insulation.
- We are grateful to Keith Bevan for placing a sensor light in both PCs and for taking over the cleaning of both PCs whilst his building works continue. He and Elizabeth have very kindly donated a Dyson carpet cleaner.
- Re-surfacing of the forecourt area - SCRR have been contacted but there has been no response as yet. Should they not respond it would be advisable to obtain estimates from elsewhere and possibly get the work done from grant funding.
- Coin-operated mechanism – this has been ordered for us and CCC are awaiting a delivery.

8 Caretaking duties and additional key-holders for the MR

Members were asked if they would be prepared to take on the responsibility of key-holder whose duties would include opening up and closing down the MR. At the moment the only key-holders are MJC/WMT and TP. It was suggested that each organisation (WI, VA) also have keys. Down2Earth would have keys held by TP. DRT to be contacted re having a spare set in the event that MJC/WMT are away from home.

The possibility of having a caretaker for the MR and PCs was discussed. The position would have to be on a voluntary basis as no funds are available at the moment. Once the MR is established the job could be remunerated. CL said she would be happy to do this when she was available. The position would include:

- Opening up and closing down the MR after meetings/events
- Arranging tables/chairs ready for each meeting as required by each organisation
- Cleaning up after and ensuring that all electricity is off etc
- Cleaning both PCs
- Setting the alarm
- Advising Clerk of any supplies or maintenance needed

9 Any Other Business

- Welsh Classes – there is a possibility of having Welsh Classes at the MR next year. Clerk contacted Swansea University who appear to be responsible for these and was told to contact again in October/November.
- Computer Classes – there is a possibility that free computer classes can be held at the MR with internet via a 3G mobile broadband connection for up to 10 users. Clerk is waiting for information from CAVS. In addition, there may be a possibility in the future to have permanent internet/broadband connection via grant funding.
- Cleaning PCs – Jeni Martindale has volunteered to go on the Rota for cleaning the PCs.
- Sandbags – those at the rear of the MR need attention. Pat Taylor has asked for a supply of 10 empty sandbags and has volunteered to re-bag those that need re-bagging in the bin near to where she lives.
- Noticeboards – WMT has agreed to contact Chris Thomas to take down the wooden framed Notice Board and WMT to re-furbish it. It was decided not to replace the lock but to get a further key made so that the VA could keep the one they already have and a further key given to TP. Chris has also agreed to paint the wall under the old noticeboard and to re-position on the same wall, so that it is at a more convenient level to read. Chris has also agreed to put up the new noticeboard and remaining signage and will meet with WMT to carry out the work.

Meeting closed at 8.30 pm

Date of Next Meeting – 16th February 2015 at 7 pm in the Meeting Room