

Pembrokeshire Access Group - Extraordinary General Meeting

Date: Thursday 12th January 2017

Time: 1:30pm

**Room: 4a at the Archives and Records Office, Prendergast,
Haverfordwest.**

At the meeting - Henry Langen, Bill Cleevely, Rex Codd, Jessica Hatchett, Annette Peter, Eva Rich, Alan Hunt, Ian Hatchett and Marilyn Pope.

Apologies (those who could not attend) Stuart and Jeremy (PPF), Liz Cartwright, Margaret Baron, Rachel Knight (Customer Liaison Officer, Pembrokeshire County Council), Beryl Thomas-Cleaver, Cllr. Simon Hancock (Pembrokeshire County Council), Judith McNamara, Alan Thomas, Rhian Evans (Hywel Dda).

The meeting was chaired by Annette Peter in the absence of Beryl Thomas-Cleaver.

The purpose of the extraordinary general meeting was to propose that Henry Langen take over the role of treasurer for the Access Group with immediate effect. The nomination was proposed by Jessica and seconded by Eva. The group voted unanimously in favour of this. It was also proposed that Ian Hatchett act as deputy treasurer and assist Henry where necessary. This was proposed by Rex, seconded by Bill, and passed unanimously.

The extraordinary meeting ended at 1:40pm.

Pembrokeshire Access Group - Monthly Meeting

Date: Thursday 12th January 2017

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Matters Arising. (things people would like to talk about from the last meeting).

1. Alan and Henry met with Tony McNamara, architect about the fact that Narberth post office has moved to Cost Cutter and Henry is unable to enter.
A 1 in 7 ramp gradient has been accepted subject to planning and building control. The architect said it was “refreshing to see common sense approach.”
2. Henry suggested asking Anthony Richards to a meeting to show a film about accessible footpaths. Alan will invite him to a future meeting.
3. Henry as a councillor for Narberth Town Council has raised the issue of access to Narberth Library where Council meetings are now held. Alan is investigating to see if the council can help with the cost of bringing the pavement level with building doorway.

Treasurer's Report. (the person in charge of the group's money).

1. Ian is no longer treasurer, with Henry taking over the role.
2. The bank statement as of 6th December 2016 does not include £600 grant from Pembrokeshire County Council towards expenses. It should appear on the next statement.
3. The group's insurance needs renewing and Henry will look into this.
4. Bill and Eva are to remain as signatories until any banking issues are sorted.
5. The group's funds stand at £999.38. Henry will investigate moving the group bank account to Natwest, and permission was given to make the change.
6. Cheques were signed as appropriate, including payment to Red Target Ltd for £304.14 for the printing of flyers and a taxi receipt from Rex.

Correspondence. (any information received since the last meeting).

Charity Commission

1. The group has received a notice to submit an annual return. As the Community Voice project has drawn down £13,000, the Access Group has had an income over £10,000 and may need to take further action for next year's annual return. If necessary the accounts may have to be audited within 10 months of the end of the next financial year. Alan will contact Michelle at PAVS for further advice.

Pembrokeshire People First.

1. PPF were not present at the meeting and no report had been received.

Community Voice Project, Conference and Website.

1. The quarterly return form must be with PAVS by Monday 16th January. Jessica has taken the chequebook to fill in the paperwork accurately. The group will also need to complete an Expression of Interest form for funding after the current funding ends. Alan will complete this form.
2. Adverts are beginning in the Pembrokeshire Herald from Friday 13th January and will be running for 16 weeks. Prices for other local papers have been looked at and will be booked in due course. The adverts are running in English and Welsh, as this is required by the Big Lottery.
3. Ian has designed a new Big Access Talk logo with Welsh and English. The English text on the website will be sent to ATEBOL for translating into Welsh.
4. The group is holding its next sub-group meeting at Withybush Pavilion on Tuesday 17th January from 10:30am to 12:30pm.
5. The Access Audit training is booked for 24th and 25th January and 7th and 8th February at Withybush Pavilion. Numbers have been confirmed and food and refreshments have been ordered.

Chairman's Report.

There was no report.

Access Officer's Report.

Matters were covered elsewhere in the agenda.

Any Other Business (any other things that need to be talked about).

1. Alan's son-in-law from Ireland amazed at Wisebuys (Narberth) excellent customer service to blind customer.
2. Emma Lewis from PACTO had reported back to Alan that the Bus Buddies scheme was receiving a large percentage of younger service users with mental health problems. Photoshoots had taken place at accessible locations to promote the scheme.
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- copies to Ian and introduce Ian to Owen.
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Meeting ended at 4pm

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The meeting was chaired by Annette Peter in the absence of Beryl Thomas-Cleaver.

The purpose of the extraordinary general meeting was to propose that Henry Langen take over the role of treasurer for the Access Group with immediate effect. The nomination was proposed by Jessica and seconded by Eva. The group voted unanimously in favour of this. It was also proposed that Ian Hatchett act as deputy treasurer and assist Henry where necessary. This was proposed by Rex, seconded by Bill, and passed unanimously.

The extraordinary meeting ended at 1:40pm.

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Date: Thursday 12th January 2017

Time: 1:45pm

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1. Ian is no longer treasurer, with Henry taking over the role.
2. The bank statement as of 6th December 2016 does not include £600 grant from Pembrokeshire County Council towards expenses. It should appear on the next statement.
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6. Cheques were signed as appropriate, including payment to Red Target Ltd for £304.14 for the printing of flyers and a taxi receipt from Rex.

Correspondence. (any information received since the last meeting).

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1. The group has received a notice to submit an annual return. As the Community Voice project has drawn down £13,000, the Access Group has had an income over £10,000 and may need to take further action for next year's annual return. If necessary the accounts may have to be audited within 10 months of the end of the next financial year. Alan will contact Michelle at PAVS for further advice.

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The meeting was chaired by Annette Peter in the absence of Beryl Thomas-Cleaver.

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