



# Pembroke 21C Community Association Ltd

## Minutes of a General Meeting of the Members

Held on Tuesday 11<sup>th</sup> June 2008 at 7.30pm  
Foundry House, Pembroke

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### Present:

Cllr Gareth Jones - Chair	Linda Asman	Stuart Asman
Karin Howells	Jackie Birthistle	Jane Major
Irena Kruszona	Brian Griffiths	Peter Webster
Rosie Mitchell Secretary	Christelle Medwell	

**In attendance:** Elizabeth Gossage . Pembroke 21C Development Officer  
Alison Jones . Administrator

### 1. Apologies for Absence

Apologies had been received from PLANED, June Deller and Nikki Anderson

### 2. Minutes of the last meeting

The minutes of the last meeting had been circulated and read. Proposed by Rosey Mitchell and Seconded by Stuart Asman and all in agreement.

### 3. Matters arising not on the current agenda

Gareth Jones informed the meeting that the Pembroke 21C Community Interest Company now had a new Director Mr Nigel Adams.

### 4. Report from the Board of Trustees

Gareth Jones started his report by informing the meeting that Pembroke 21C had recently appointed three new trustees, Cllr Mrs Rose Blackburn, Mrs Val McInally and Cllr Mrs Jane Major. The trustees have attended training courses re Employment Law and would attend further courses on Finance and governance in the near future. He was delighted to inform the meeting that this year's Potato Festival was a resounding success with visitors and producers giving very positive feedback. This type of positive media and visitor feedback goes along way to promote our town. The Festival and Sea Fair Milford Haven event is from the 19 . 22 June 2008. Plans are going well and it is hope that the change of dates will improve the events and bring more positive feed back for the Town.

Sustainability of Pembroke 21C for the long term was in the fore of the Trustees decisions while funding generally is going through a period of famine. Pembroke 21C would be looking to make savings. The Community Interest Company is developing various projects which will involve long term profits for the sustainability of the association.

Bangor University has carried out a Sustainable Health Report in which Pembroke 21C scored very well and gave some very helpful suggestions to help improve sustainability.

The Holyland Wood opening event was a great success mainly thanks to it being a beautiful day. Those attending expressed their appreciation for the woodland and all the hard work that has gone into making it a place that everyone can now enjoy. The CIC has agreed to fund the monies required for the future essential maintenance. Pembroke 21C has secured funding from the Heritage Lottery Fund over an eighteen month period for the Pembroke Story. This funding has enabled 21C to employ two

staff on a job share initiative, Mrs Nikki Anderson and Mrs Linda Asman. This will be an oral history project based on a website / virtual museum. He finished by saying that now has a track record with funders for delivering high quality, successful projects.

#### **5. Report from the Development Officer**

Elizabeth circulated her report, a copy of which is attached to these minutes. The management overview from Bangor has given an insight into Pembroke 21C's sustainability giving a high score for biodiversity which reflects the environmental work. The score for water and effluent was the lowest which reflects the age and services of the existing building. The trustees will review this health check and look at developing a sustainability strategy, policy and action plan. A copy of the health check is available electronically on request.

As per the attached fund-raising sheet we have raised from grants etc. £87,675.00 the largest of which was the Heritage Lottery Fund of £50,000 for the Pembroke Story. The core funding from the WAG Tool Kit runs out at the end of September and the aim is to use the Community Interest Company to run projects and raise profits for Pembroke 21C. Objective one funding has been replaced by Convergence and will not be available until the beginning of 2009.

The Sustainable Energy Group has applied to for registration with Environment Wales with their Carbon Footprint Audit. Elizabeth is also working together with Planed on a possible Interreg project.

#### **6. Reports from Sub-Group Chairs**

##### **Environment and Heritage . Nikki Anderson**

Alison Jones read the report on behalf of Nikki. The group has worked closely with the Town Council on the floral enhancement scheme for Main Street which has resulted in 10 hanging baskets being in place this summer. The group will continue to be involved as a voluntary subgroup.

The group continues to run litter-picks in conjunction with other organisations. They have successfully cleared The Castle Pond, the Commons stream and the Millponds. Thanks to Sean and Emyr of the PCC who have been very supportive.

The sculpture trail had been put on hold until the after the HLF bid and now that this was successful the next meeting has been organised for July.

The Group has been working with Brian Griffiths of the Civic Trust, Mel Phillips and Aidan Brinn with regards to the railway bridges at Eastend Square and have managed to get a commitment from Rail Track that they will work on the first this year and the next one the following year.

##### **Farmers Market - Elizabeth**

The market dates have been changed this year in the hope of attracting more producers so that it no longer clashes with Haverfordwest. The market has been attracting up to 500 visitors. With WAG funding from the Food Development division the Potato Festival was successful which has kept the profile high. The next market is on Saturday.

##### **Festival – Gareth**

The committee have been working very hard this winter organising the festival. They have put up banners and signs, and are distributing programmes. The use of the South Quay will hi-light the point that this area is used by the community. They have had to work to a very tight budget as the funding has been scarce. The Trustees will have to look closely at the result to see whether a festival can be afforded next year.

Support was requested to buy tickets at the Bookshop or volunteering as a Steward. Nikki and Gwen have been hard at it making banners for the lamp posts and the shops. Many thanks to them both.

This year's programme includes a Sea Monster Parade, Morris Dancers, Street Artists and the world premier of the Ancient Mariner. The parade is short of musical accompaniment so musicians will be welcomed. Sand Palace Arts know a ladies choir who they are hoping will walk alongside. Dress up as a fish, pirate etc. and come and join in.

### **The Pembroke Story - Linda Joint Project Officer**

The group's priorities at the moment are to get the Website up and running, add the Dolly Mixtures on as an on-line index to give a research overview of the buildings on line and link to the Main Street Pembroke Story website. As part of the Pembroke Festival the officers are putting on a Maritime History Display at St Michaels Church. They then aim to complete the set up of the office including internet access. The project has an A3 printer with duplex capacity. The public will be able to use this facility for a fee which is hoped will generate some income. The project will be setting up a Steering Group to monitor the progress which will be representative of the community.

The aim of the project is to record as many local stories about Pembroke as possible. Nikki and Linda have already made contact with other groups and are able to attend some courses free of charge. The oral history side of the project is particularly attractive to children who love talking and with the right software such as photo shop will make a valuable contribution.

### **Pembroke Mill Ponds Action Group – Stuart**

The Volunteer Training is now nearly complete. They have had courses in Geology, Birds, Bats, Otters and Wildlife Habitats. They have also had a course with Keep Wales Tidy. The group has purchased a boat and are looking for a motor. Cydcoed is preparing to sign off the funding although the project is still ongoing including maintenance. Jo Horsley the Development Officer for Environment Wales has congratulated the group on their work and Elizabeth has been asked to give a presentation at the Royal Welsh Show about how all the agencies worked together to make such a project possible.

Little Gates - Irena and Nikki has met with the Footpath officer and have been told that the gate has to be removed and extend the width of the path. Should the gate remain closed then the owner will be served with a notice.

The Millponds group are working closely with the Wildlife Trust, Crown Estates Reserves Managers to come to an amicable agreement for the groups to have safe access to the reserve.

The group have been looking recently at the Castle Pond and what can be done to enhance it. They want to find funding to provide equipment etc to clean up the area and also to enhance certain areas such as Monkton Bridge.

The group recently received an award from the Pembroke Town Council which was received by Mr John Hayes on their behalf. This was a great acknowledgement of all the hard work that the volunteers have put into the project.

### **Sustainable Energy Group**

Rosey Mitchell has taken over as Chair. The group is very excited about the Carbon Footprint Audit project.

Business's at present have to pay to have their glass bottles taken away so the group are looking into such projects as converting the waste glass into decorative gravel.

This could be sold to garden centres etc and be a good source of income.

Pembroke 21C funded Rosey to attend a course on Transition Towns - further information is available electronically. The concept of Peak Oil and the effect it will have on the world is of growing concern and what be done to help with the transition. The Group are considering many ideas such as promoting a plastic bag free town, promoting Allotments, reintroducing traditional skills all contributing to a more sustainable future. These ideas could be turned into very good projects.

### **Foundry House Fundraising**

The ongoing Buy A Brick campaign is still ticking away, and Pat is to be commended for her efforts in selling books etc.

### **7. Reports from Affiliated Groups**

The Civic Trust is at present quiet but have plans to hold a meeting soon  
Wildlife Trust has been covered by Stuart in the Millponds Report.

### **8. Any Other Business**

Pembroke 21C has been approached by PCC to take over the land under the Railway Bridge at station road - perhaps running allotments or had some other use for the land. The land is not contaminated, has no easy access for vandals etc as it is surrounded by the railway, private gardens and a high bank with hedges and fences. The Trustees are not keen on running allotments but would be interested in setting up a local growing co-operative to provide produce for a box scheme and the Farmers Market. The CIC Directors are still moving forward with the Coppicing Project. This is an ideal way for local business's to Carbon Offset. Chevron has identified land that may be suitable and there is commitment from a company to buy the coppiced product. Funding is being sought for a feasibility study to establish a value in the offset

### **9. Date Of Next Meeting**

10th September 2008 at 7.30pm

CIC AGM 15 July 2008 at 7.30pm . all members of 21C are entitled to attend.