



Pembroke 21C Community Association Ltd

Minutes of a General Meeting of the Members

Held on Wednesday 4th March 2009 at 7.30pm
Foundry House, Pembroke

Members Present:

Nikki Anderson	Linda Asman
Stuart Asman	Brian Griffiths
Gwen Griffiths	John Hayes
David James	Gareth Jones – Chair
Irena Kruszona	Keith Maguire
Pierce Murphy	Rachel Norman

In attendance: Elizabeth Gossage – Pembroke 21C Development Officer

Before the business of the meeting began, Elizabeth Gossage gave a presentation on the Sustainable Energy Sub-Group project – *Pembroke Can Make A Difference!*. This is a project to establish the ecological footprint of Pembroke, run a series of awareness raising, and engaging events to assist with lifestyle changes, develop projects that will reduce our impact on the environment, appoint community champions to advise and give rewards and awards for those who have achieved the most change. At the end of the project the changes will be measured. Elizabeth explained how the questionnaire was targeted, and the procedures in place for taking it round to the households and getting schools involved etc. Members are encouraged to get involved and to help with the questionnaire and the projects.

1. Apologies for Absence

Apologies had been received from Rose Blackburn, Rosey Mitchell, Jane Major, Ken Jones, Katie Murphy, Francesca Dusfrenoy and Angela Burns AM.

2. Minutes of the last meeting

The minutes of the last meeting had been circulated and read. They were agreed to be an accurate record of the meeting - proposed by John Hayes, seconded by Gareth Jones and agreed by all.

3. Matters arising not on the current agenda

The Community Interest Company has been told it will receive funding from WAG to carry out the feasibility study of community use of the South Quay development.

4. Report from the Board of Trustees

Gareth reported that some of the refurbishment work would be starting next week. The £61K still outstanding from the WAG Community Facilities and Activities Programme had to be spent by the end of the financial year. It had been implied that this could be carried over and used as match funding for the Big Lottery and other bids, but WAG had now decreed that it must be spent in-line with the original bid to them. Trustees had therefore agreed to spend it on essential works to improve DDA access by widening doorways and installing a disabled toilet, repairing the roofs and putting up new fascia boards, gutters and downpipes. If there was any remaining it would be spent on work to the ceilings and cupboards for the user groups in the main halls. The work will take four to six weeks and it is hoped that would be minimum inconvenience. The visit from Jane Davidson AM in January had been very successful.

Karen Houser had resigned as the Project Officer for the Mill Ponds Projects and Nikki Anderson had taken over until the end of the financial year.

Trustees have undergone training, reviewed their Fundraising Strategy and adopted a code of conduct which they would all sign.

5. Report from the Development Officer

Elizabeth circulated her written report together with a report on fundraising for the last year and the current year and a project progress report. This is attached to these minutes.

Keith Maguire asked about the status of the funding for her post and that of the administrator. It is covered in full for a further two months by the Communities Investment Fund loan. After that it will only be covered for hours funded by the various projects, such as the Heritage Lottery Funded *The Pembroke Story* and the Sustainable Energy project. Elizabeth explained that detailed work had taken place to establish the full costs of delivering projects and these costs are included in every budget. However, this only covers the budgeted hours for admin and overheads. There is £50K revenue funding in the Big Lottery Bid and other funding applications are being submitted all the time. The CIC can pay its way and so the key staff time is covered to develop their projects which should reap unrestricted funding for the charity.

6. Reports from Sub-Group Chairs

Farmers Market: The first market was held on 28th February and was reasonably well attended. There are new producers this year and more are making enquiries.

Festival: The Festival Group are working well- the dates are 2nd to 5th July. The budget is tight at around £20K and the group are putting on ticketed events and fundraising in advance to cover the shortfall. The programme is shaping up, though Ian McDowall has resigned Colin Lloyd is taking over the music planning. Monkton are now much more involved and Communities First are paying for the cost of banners for that area. Gwen is starting banner making workshops in Foundry House on 2nd April. David James reported that they plan to have much more activity on the water with the smaller boats on all afternoon and larger boats coming in when the tide is right. There will be fireworks on the Saturday night.

Foundry Fundraisers: There was nothing to report.

The Pembroke Story – Linda Asman: The project was well underway and much had been achieved. A big event had been held in the Town Hall on recording memories, with a presentation from Wendy Marmara of the Carew project. There had been an exhibition and a presentation of the stories on a PowerPoint display. They hope to hold an exhibition in the Court Room of the Town Hall from the Festival and over the summer. They have run two volunteer workshops. They have visited schools and Monkton school are especially interested. They have established a programme of talks and events up to July.

Pembroke Mill Ponds Action Group: John Hayes reported that Nikki Anderson had temporarily taken over the role of Project Officer. She was good at organising the volunteers and this activity had greatly increased with 12 active wardens having regular meetings and monitoring the site. He thanked Linda for the webpage on the website and the new blogspot. A new newsletter was ready to go out. Nikki had put up white boards in the main hall for recording sightings at the various points. Litter clearances are going well each month, the dates are on the website.

The Rivers Trust Otter Project had held a successful event in Foundry House and a walk with over 50 people attending. The visit from Jane Davidson had gone very well. It was well attended and the Minister was interested and approachable.

Keep Wales Tidy have put new seats around the Castle Pond where vandalism has eased off.

A working party had repaired the path in the woodland. The Woodland project was being nominated for a Green Pennant award. The new information board on bats will be up soon. There were plans for a information panel at the old Kings Bridge about the heritage of the site. Two teams from the Princes Trust were coming to work to do a “dog poo” survey in the woodland and survey swans on the Mill Ponds. The meadows had been cut and trees removed. They were putting up new bat boxes.

The funding for the Mill Ponds Work for this year and next year is approved. The work will create new reed islands, clearing out the top pond and moving the reeds into the middle pond. A survey will be carried out of the bats at Barnards Tower.

On Saturday a group will be planting snowdrops and bluebells along Black Horse Walk. There will be a Dawn Chorus Walk at 4am on Saturday 16th May. Other events will include pond dipping, moth trapping and bird ringing.

Irena Kruszona enquired about funding the Mill Ponds Project Officer post. She was told that this had been approved by Environment Wales for the coming year but that they were only funding 75% of the salary costs. The remaining 25% and the project costs were being match funded by CCW and the Environment Agency. The post will be advertised soon to start in April.

Sustainable Energy Group: John Hogg was not present and Rosey Mitchell is away. There was nothing further to report beyond the presentation that Elizabeth had given at the start of the evening.

Pembroke Tech Recycling Project: Pierce Murphy reported that this project had begun six months ago to collect and recycle old computer technology for use by the community, especially those who could not afford their own computers. He had put an article in Network and had received a flood of equipment some of which was very good. He had been able to rebuild and re-programme computers. Two had gone to local families. Others were being networked for use inside the building as open access computers with broadband access. The problem was tipping the equipment that he could not use as there is a £100 charge. The County Council are stockpiling them. Eventually the group would like to set up an internet café and a mobile classroom to teach IT and other skills using IT. Pierce is using Open Source software wherever possible as it is free and requires no licenses.

Environment and Heritage: Nikki Anderson reported that Melissa Howells from PCC had met with the group and discussed her role. It had certainly helped to build a rapport with the Council and brought up issues such as the Main Street properties/ shop fronts. It is possible that there may be grants of up to 50% of costs for owners to paint the outside of their building. The group were working with the Civic Trust to revamp the Town Trail. They were photographing all the plaques and looking to replace them with narratives such as the plaque outside McClarens. The Town Council are planning to spend more money on flowers for the Main Street this year, doubling the number of planters. Sean Whiting of PCC had been helping with litter picks and is very co-operative. The group's next meeting will invite Alex Alison to come to speak on the opportunities for Convergence Funding. The group had submitted planning objections for several properties. They were pleased with the outcome to refuse permission for demolishing Devon House by the Middle Mill Ponds and a Home Oak next to the property now had a TPO on it. The embankment by Malones was going to be grassed later this year but at present they are clearing the brambles and mulching it.

7. Reports from Affiliated Groups

Brian Griffiths reported that the Civic Trust have a talk next week at the Power Station Club on Samuel Pepys.

8. Any Other Business

John Hayes said that he is putting up two nest boxes outside Foundry House that will eventually take cameras. It is hoped that after the building work is complete these can be linked to monitors inside the building. Nikki Anderson requested bird feeders in the trees near the stream, following a suggestion from Christelle Medwell. It would attract birds to the area and especially the unusual species using the stream.

9. Date Of Next Meeting

The next meeting will be the AGM on Wednesday 3rd June at 7.30pm.