**Minutes of the Trustees Meeting 26th September 2018**

**Present :**- A Kennedy; G Elms; H Thomas; A Beaumont; T Barrett; L Rosser; D Nash; J.Lewis-Jones.

**Apologies:** D Owen.

Before commencing with the agenda Andrea explained the absence of one of the trustees who will over the next few weeks, will be taking a step back.

The minutes held on the 12th September were read, confirmed and signed.

**Volunteer Policy**

This has now been completed and a discussion followed as to whether a central repository for this information could be made enabling all members to access.

**Constitution**

Andrea to amend the constitution and pass it back to the trustees for their views.

**Archaeological Dig Update**

Reported that part of a wall had been found and the ‘well site’ needs to be extended. All spoils would be metal detected before being back filled. The dig is due to finished on Sunday as the van has to be returned. Andrea stated that a big thank you be given to Keith and his fellow helpers for all the hard work they have done so far. It was also noted that the dig had appeared on face book quite innocently but fortunately the exact location had not been mentioned.

**Communications Etc**

Reported that Suzanne Barrett would be emailing members informing them of events, talks etc. A diary has been placed on the counter of the courtyard room into which members can enter their availability for events etc. Father Paul to be contacted re the next 3 meetings and to discuss a donation for use of the church room.

**Job Descriptions**

Andrea to complete all job descriptions nd to send them out to all trustees.

**Recruitment Drive**

There will be a pop up shop on 27th October 2018 at Port Talbot shopping centre. If proven successful, it could be rolled out to other areas eg Bridgend. Luke queried about having a stand at job fairs. Afan College to be contacted re possibility for volunteer opportunities for students. The need for setting up a youth section was also discussed. Luke to liaise with Suzanne Barrett to discuss the possibility of setting up an activities calendar (separate from tours etc).

**Finance**

Hugh distributed the account sheets for the year ending February 28th 2018. It was decided to transfer the account from Swansea Building Society to Barclays asap.

**Meeting with Park Management**

The next meeting will be on Friday 28th September 2018.

**Extra Curricular Activities**

It was decided that any requests for work to be done by the FOMP on behalf of Park Management needs to be within FOMPs constitution.

**Grievance**

The grievance with a FOMP individual was discussed to whether it is a Park Management problem or ours. The person concerned needs to clarify whether their membership with FOMP is going to continue. Luke stated he would contact the individual concerned. This matter to be put onto the agenda for the next Park Management Meeting.

**Walks and Walks Leaders**

Recently, a FOMP member was asked to lead a walk to Capel Mair which was attended by over 40 members of the public. It was decided that our insurance company be contacted re clarification of maximum numbers and a ratio of walk leaders to walkers. Walk leader certificates to be checked. It was reported that there may be difficulty in carrying out weekend castle tours in the coming months. Gareth will contact Howard who had expressed an interest in carrying out such tours.

**Any Other Business**

Donations : The £20 note that was found and handed in to FOMP three months ago which has been kept in case it was claimed has now been donated by the lady who handed it in originally.

Advertising : Julian was given permission to use still photos of the castle.

LGA Meeting : To be held at the Orangery in October and FOMP asked to give a presentation. Jeff to contact the Orangery for further information.

Lest We Forget : A rota for both Orangery and Castle to be put in the courtyard room.

Google etc : Luke to liaise with Andrea with a view to setting up a possible google email account.

Bella Donna : Banners have now been strategically placed in the town but there is still a need to push ticket sales.

Poppies etc : A message was received from Alison re a workshop on the 8th October at the castle 12.00 to 12.30 to put up poppies.

Clothing : All orders for FOMP clothing to be in by 14th October. An email to go out to all members.

Halloween : Materials re Halloween to be displayed asap.

Hearing Dogs : Jeff has spoken to organisers of Hearing Dogs. FOMP has been asked to help with this next year and routes have been provided. This matter to be discussed with Park Management at the next meeting.

Grant for Equipment: Jeff reported that FOMP has had approval for payment of £1500 re provision of equipment and relevant training via Welsh Assembly Funding. It was felt that the training should be available to at least 3 volunteers. The storage of such equipment when acquired will be put to the next suitable Park Management meeting.

Turbine House : Jeff reported that he had seen the electricians plan and stated that they were totally non practical.

Agenda for Park Management Meeting : Some of the items that could be included on the agenda eg routes for Dog Walk, Twyn yr Hydd Gardens, Archive room, Turbine House, Grievance procedure regarding a FOMP member and FOMP Constitution.

**Next Meetings** : 10th and 24th October 7th November. 6.30 at the Church venue unless informed otherwise.