**Minutes of Trustees’ Meeting Wednesday 12th September 2018**

**Present** :- A.Kennedy ; G.Elms ; H.Thomas; A. Beaumont; T.Barrett

J.Lewis-Jones; D.Owen; D.Nash.

**Apologies** :- L.Rosser

**Proposed New Structure**

The chairperson proposed and it was agreed to the creation of three individual groups, all working under the umbrella of FOMP. The three groups would be Heritage (to include tours, walk etc) Biodiversity and Activities. Each of the sections to be run individually and reported back to the trustees.

**Vice-Chairperson**

It was agreed that it was necessary to create a position of Vice- Chairperson. Anne Beaumont was nominated and accepted to this position.

**Charity Commission**

Reported that FOMPs constitution needs reforming urgently. The Parks management would also have to be involved. Agreed that a working group be set up of Damien, Anne and Andrea and to meet next Tuesday 18th September if possible.

**Finance etc**

It was decided to transfer the business/current account from Barclays Bank to NAT West Bank. The Swansea Building Society Account to be closed down and the fund transferred initially to Barclays Bank. When the relevant information required by NAT West is obtained then all accounts can be transferred. Huw reported that the accountant will not have any extra involvement as we are now a charity.

**Newsletters etc**

It was agreed that Suzanne Barrett to produce a monthly ‘Whats on Guide’ and to be sent to all members including those who are not on email. It was discussed regarding contact of persons who have not returned the GDPR form. This is a grey area legally. Lapsed members to be contacted informing them that we are now a charity and whether they wish to be contacted in the future. Jeff to help Tony on this matter. Suzanne to liaise with each section leader re: any information required for her News letter.

**Park Management etc**

Agreed that all communications from Park Management be directed to our Chairperson only. Heads of each new section would be allowed to liaise with Park Management directly. Angela has a meeting next week with the Park Management to hopefully arrange a series of dates for joint meetings.

**Room Keys**

Reported that Alison has a key safe we can try out and if suitable we obtain one ourselves. All trustees would have code for the key safe together with members who man the room regularly and who have booked in their respective available dates. It was suggested that only two members at a time to in the room especially during school holidays, weekends etc.

**Courtyard Room**

Only one idea has been received so far regarding the rooms improvement. This was for folding chairs attached to the wall. It was decided this was not practical. The decision of what the exact improvements to be made are will discussed by the middle of October prior to half term.

**The Room Safe**

Reported that the float in the red box was £5 short. Decided to change the code of the safe and this code to be given to trustees only. Jeff to arrange the change of code and purchase a suitable lockable box.

**Email Account**

Setting up a FOMP email account was discussed. Damien to liaise with Huw regarding this matter.

**Any Other Business**

Child Safeguarding Course : Information received from Alison re 3 free places on a forthcoming Child Safeguarding course. Doreen and Natasha be allowed to attend.

Photo I.D Cards : Copies of I.D cards will be placed in the room. Damien to take charge of this.

Poppies etc : request by Park Management re poppy display etc. Andrea to liaise with Alyson on this matter.

Archaeological Dig: reported that the clearance of land was in hand but more work needs to be done. (a full report will be given in Saturdays meeting). At present no help is required from Park Management. Reported that Keith has not given up as originally thought. Jeff to support Keith as it was felt it was unfair for one person to take on the task.

Bella Donna: decided to compile a list of people to receive complimentary tickets. Suggested names included, David Rees AM, Bob Jones, The Mayor, S Kinnock MP, Father Edward , Father Paul, Park Management eg Michael Wynne, Alison and Gary and the new Neath Port Talbot Commercial Marketing Manager. Banners have now been completed and will be displayed at prestigious places throughout the borough.

Christmas Party: reported that this has been booked for 14th December.

Plaque for Emily Charlotte: reported that the cost of a suitable plaque will be between £200 to £400. We will not progress on this matter until we have had a meeting with Park Management.

Information Booklets etc: Damien to get coloured paper for production of booklets on wildlife etc.

Invited Members: it was decided that members who have specific knowledge in specific fields be invited to attend relevant trustees meetings.

**Next Meeting**: to be confirmed.