



Minutes of Directors meeting held on 18th November '25

The meeting opened at 7.30pm Chair - Paul Howells.

1 Present

Paul Howells Isobel Tustin Mark Underwood Philip Hamilton
David Stephenson Jane Pedley

2 Apologies

Charles O'Neill Edd James
Jenny Shardlow, who was unable to attend due to technical issues with 'Teams'.

3 Minutes of directors meeting held on 3rd September 2025

3.1 The minutes were proposed by Isobel, seconded by Paul and approved by those present.

4 Officer Reports

4.1 Warden's Report

- a) The warden reported a successful work weekend in October and thanked all those who attended.
- b) The clothes hooks have been removed from the bunk beds as it was felt they could pose a potential hazard and cause choking.
- c) The new immersion heater switches will be moved out from the cupboard to the landing wall, and the cupboard kept locked.
- d) The heating system is still being adjusted to the required settings, with the help of computer technician Philip Hill. At the meeting Jane reported that Philip is now at the Centre and working to adjust the heaters to suit requirements and minimise electricity use.
- e) Footpath signs around the Centre are being improved by the National Park, and the ladder stile removed. The coal and ash bunker lids have been replaced with metal ones.
- f) Timers on the classroom lights and heaters are being considered, as well as other electricity saving measures in the house.
- g) The loose slate has now been fixed by the NT.



4.2 Treasurer's Report

In the absence of the Treasurer there was no written report.

a) Philip reported that he now has access to the bank accounts, and that there is £2,961.90 in the current account, and £22,219.56 in the investment account. This includes two recent membership subscriptions. Philip has made three outgoing payments.

b) Isobel reported that £19.02p has just been received from Just Giving. It has not yet been possible to arrange access for Philip to the Scottish Power account without the relevant details from the Treasurer. Paul will email Bex again requesting these details, also details concerning the Charity Commission, and final accounts for auditing.

ACTION POINT - Paul to email Bex.

c) Philip will send the relevant details to Mark's accountant for auditing.

ACTION POINT - Philip to send info to Mark's accountant

d) Isobel reported problems with RAF's payment as they are unable to pay a membership fee. The membership fee was included with their booking deposit so £120 was paid. When she invoiced them for their stay, she put the deposit as £100, not the £120 paid. This has been queried by their finance dept. Isobel has now re-invoiced them with the booking deposit as paid.

ACTION POINT – Isobel to send invoice to RAF

e) Following shared concerns over the urgent need for Philip to access the Treasurer's incoming emails, the bank account, Scottish Power account, Gift Aid and the Charity Commission, Paul agreed to email Bex again for these details with a deadline of the following weekend. If no reply has been received, Paul will then formally request password changes to enable the Treasurer's duties to be carried out by Philip.

ACTION POINT – Paul to email Bex urgently.

f) Following Mark's query, Paul confirmed with agreement of those present that the Association's registered address will be moved to his home address.

4.3 Membership Report

a) Affiliated membership renewal letters were posted out on 11th November, including a flyer with our 'Just Giving' and 'Give as you Live' links. Individual membership renewal



reminders will go via Mailchimp with an online form, and those without email addresses will receive a postal form and letter.

b) Isobel is continuing to collate meter readings to enable a better understanding of electricity use when the Centre is empty and occupied. Currently it seems that an empty Centre with the heaters set low uses about 7 units a day, which includes the defib and emergency system. Use when occupied ranges from 18 units a day in the summer, to 53 units/day on the October member meet.

c) As the Treasurer is currently the only person who has authority on the Scottish Power account we have no details of electricity costs. Philip now has access to the bank account in readiness to take on the role.

d) Isobel suggested some measures that could be taken to reduce energy use:

- push switches on timers on the heaters in the classroom so that they are not left on.
- a better understanding of the electric heaters, so that we can set a max temp and they can't be turned above this by those in the Centre. Suggest 19 degrees max for the bunkrooms
- have the old immersion heater decommissioned and use the 2 new immersion heaters in the new tank which are more energy efficient.
- consider push switches for the lights in the bunkrooms
- can we make the drying room more efficient? The hot air that is generated is just sucked out by the extractor.

e) Isobel is continuing to monitor the bank account. £19.02 arrived on 3 Nov from Just Giving. £1000 was transferred after the last meeting from our current acc into our interest earning account. All bednight fees are up to date apart from 2 organisations who have stayed within the last 3 weeks. We have one affiliated group booking and a member meet before the end of the year.

f) The Leaders Centre Check sheet has been updated and will be emailed to affiliated leaders/meet leaders a few days before they go, as a check list of what they need to do before leaving. There will also be a laminated copy in the lobby.

4.4 Bookings Report

a) Due to work commitments David apologised for his slower than usual response to email queries, but thankfully the automated bookings system needs less attention than previously.

b) All member meets for 2026 are now on the bookings calendar, with a slow trickle of bookings coming in.



c) The CCTV system is working as normal and the same for the website.

4.5 Community Liaison Report

a) Storms have continued to cause flooding, but so far no damage to the Centre. The Council has laid a new drainage system under the lane just below Gelli Iago and cleared ditches.

b) Following a visit to Gelli Iago the National Park agreed that footpath signs needed improving, after which they contacted the NT as landowners who have since put up two new signs directing walkers behind the house. The National Park agreed to mark the gate to the unused ford as 'no access', also to remove the ladder stile.

c) Enquiries regarding website Welsh translation continue. The most recent advice suggests contacting the Welsh Language Board, which I will follow up.

ACTION POINT – Jane to continue to investigate options on website translation.

d) I've continued to monitor and adjust the heaters which are currently set low between bookings, and send meter readings to Isobel to collate.

5 Lease Update

5.1 Paul reported that the NT have sent the draft lease, which looks fairly standard and more suitable for a domestic dwelling. He will return it to Sharon with comments to be reviewed, but Sharon hoped that it will be signed and dealt with by the end of the year.

ACTION POINT – Paul to return lease to Sharon.

5.2 Following occasions when members of the public have parked by the house, the NT are happy for a sign to be put on the main gate to stop unauthorised vehicle access. Paul will draft a suggested wording, which will be shared with the NT for approval.

ACTION POINT – Paul to draft wording for notice.

6 Update from Publicity & Promotion Action group and Fundraising.

6.1 There were no further updates.

6.2 During the meeting Paul received an email from Jenny to say she was sorry to have missed the meeting due to issues with 'Teams'. She has information on Gift Aid, account numbers,



the Scottish Power account password and other details in connection with the treasurer's handover. Jenny handed over the details to Bex prior to standing down as Treasurer in 2021.

7 Review of Articles

7.1 Paul reported that the review is continuing to progress.

ACTION POINT – Paul and Philip to review Articles.

8 Correspondence

There was no correspondence to report.

9 Any Other Business

9.1 The Action log from 3rd Sept '25 was updated, as below.

9.2 In order for Paul to send the renewal letter to Individual members, David confirmed that the Individual renewal form is on the website, is working, and will go to the Membership Secretary's email when submitted.

10 Date of next meeting/s and AGM

10.1 Regarding the use of Teams for online meetings vs Zoom which requires payment, the problems experienced will be investigated and other possibilities looked at.

10.2 The next directors meeting will be held on Tuesday 16th December 2025 at 7.30 pm.

The following directors meeting will be held on Wednesday 28th January 2026 at 7.30 pm.

10.3 The AGM will be held on Wednesday 18th March 2026 at 7.30pm.

Paul thanked everyone for attending.

The meeting closed at 9 pm.



ACTION LOG

Action	Date raised	Owner	Due date	Status
Reinstate photo of Arthur Stow	22/10/24	Bob James	By March meet	Open
Contact NT over solar panel installation	14/01/25	Paul	After lease is signed	Open
Calculate annual cost of using Stripe	29/04/25	Bex	30/06/25	Open
Claim Gift Aid	29/04/25	Bex	ASAP	Open
Check maximum number wording on website	03/09/25	Jane	ASAP	Closed 18/11/25
Display insurance policy and send to website	03/09/25	Charles and Jane	ASAP	Open
Check website and handbook wording on dog policy	03/09/25	Jane	ASAP	Open
Arrange Teams meeting on changes to Articles	03/09/25	Paul and Philip	ASAP	Open
Investigate Welsh language translation options	03/09/25	Jane	ASAP	Open
Investigate funding for translation	03/09/25	Philip and Paul	ASAP	Open
Compose wording for 'no vehicle access' sign on main gate, share with directors, send to NT.	18/11/25	Paul	ASAP	New
Email Treasurer to request formal handover is accelerated in view of absence from meetings.	18/11/25	Paul	22/11/25	New
Return Lease to NT Sharon with comments	18/11/25	Paul	ASAP	New