



Minutes of Directors meeting held on 16th December '25

The meeting opened at 7.30pm Chair - Paul Howells.

1 Present

Paul Howells	Isobel Tustin	Mark Underwood	Philip Hamilton
Charles O'Neill	Jenny Shardlow	John Plavenieks	Edd James
Jane Pedley			

2 Apologies

Suzy Firkin David Stephenson

3 Minutes of 18th Nov '25 meeting, approval and action log update.

3.1 The minutes were approved subject to amendments as circulated to directors.

3.2 The Action log was updated. In addition, the following actions were reported on:

(4.2 d) Isobel has contacted RAF Valley over payment for their booking.

(4.2 c) the accounts have not yet been sent to Mark's accountant for auditing.

4.2 e) Policy on dogs - it was agreed to restrict info to the FAQ page, adding '*only* by prior arrangement with the Warden'. To enable more clarity before a booking is made, Jane will look at wording on the website.

ACTION POINT - Jane to look at website wording on dog policy.

4 Officer Reports

4.1 Warden's Report

a) The broken slates have been replaced.

b) We are now required by the Lease to have the chimney swept every 6 months. It was suggested having the office chimney swept as a one-off, to allow ventilation. Following discussion on the frequency of sweeping the main chimney, which is not in constant use, Paul will check requirements with the NT.

ACTION POINT – Paul to check chimney sweeping requirements with NT

c) The insulation of the water pipe work in the kitchen has been completed.

d) The temporary trip hazard sign on the kitchen step will be replaced by a professional reflective one.

e) The immersion heater switches have been moved to the outside of the cupboard.



f) Last week a trial was conducted with all the heaters switched off for 4 nights. The only heating was the dining room fire. One hour per day the immersion heater was switched on. The meters readings were recorded from start to finish and will be shared in due course.

g) For safety reasons we need to purchase a loft ladder, to be fitted on the next work weekend. More insulation is still needed in the loft to reduce heat loss from the bedrooms. The purchase of a loft ladder was approved at the meeting. Charles will measure the loft hatch to minimise adjustment when fitting.

ACTION POINT - Charles to measure loft hatch.

h) Small, rechargeable dehumidifiers will be trialled in the Centre.

4.2 Treasurer's Report

a) In the absence of the Treasurer, Philip reported that there is £2,781 in current account, and £22,245.40p in the savings account, with an interest rate of 1.40% which cannot yet be changed due to access problems with the account.

b) 35 members have paid due membership subscriptions of £15.

c) Philip voiced concern over the current lack of accessibility to the accounts for auditing purposes for the Charity Commission due to unavailable passwords,

d) Following Edd's query over the current lack of contact with the Treasurer, Paul summed up directors' concern over the lack of efficient running of the organisation, especially regarding the Charity Commission. Paul and Philip will propose a strategy for action with urgency and will share with directors before moving on.

ACTION POINT – Paul and Philip to work on strategy for action.

e) Jenny queried how the account balance had fallen so low. Isobel confirmed this was a result of spending on the water supply, new heating and new fire over the last 12 months, adding that the defibrillator pads and battery had also been replaced, plus work weekend expenses.

f) Jenny will pass on Gift Aid claim information to Philip to enable a claim to be made for the past four years.

ACTION POINT – Jenny to send Gift Aid info to Philip.

g) Due to the lack of information on electricity payments and the difficulty of gaining information from Scottish Power, Isobel summarised her efforts since last summer which, via several emails and phone calls per week, have finally enabled access to the account. As a result, she was able to confirm that we are in credit for £2,406.65, due to continued charges for storage heating based on estimates, even though the meter was disconnected when the new heating was installed.



h) Isobel also confirmed that £952.05, which had previously been described by Scottish Power as an 'invoice', is the statement of use.

h) Paul thanked Isobel for her work and suggested that Scottish Power are asked to disinvest the night storage meter from our accounts, and that we negotiate a favourable tariff.

ACTION POINT – Isobel to ask Scottish Power to update accounts, and negotiate tariff.

i) Philip proposed that responsibility for negotiating tariff rates should now be shared by Paul, Isobel and himself. All in favour.

4.3 Membership Report

a) Membership renewals to affiliated organisations were posted out in mid November, to date 13 of our 34 organisations have reaffiliated. 4 who have not yet reaffiliated have bookings for 2026.

b) Individual membership went out electronically at the end of November, 23 of 43 have returned their form and paid their membership, 1 has sent form back, but no payment and 2 have paid but no form received.

A reminder will be sent out to everyone.

c) We have two outstanding final payments for stays at the centre, RAF and R & R.

d) I have been collating electricity meter readings trying to get an understanding of our electricity use and costs of running the new heaters.

e) An application for Individual Membership from Philip Hill was approved.

4.4 Bookings Report

a) In the absence of the Bookings Secretary there was no further update.

4.5 Community Liaison Report

a) The newsletter was posted out last week to all members. Due to timing, we may need to delay the online Winter Bulletin until January.

b) Philip Hill, who has applied for Individual membership, spent 4 nights at the Centre last week whilst there were no other bookings, testing heater settings and other jobs with agreement of the Warden.

c) The BMC have sent a membership renewal reminder, also requested an online meeting to discuss our benefits and ways of helping NMC. This is likely to be held in the new year, after which I will submit the renewal form, and an invoice will be sent.

d) Website translation – I have been in touch with a recommended local translator and await a response.



5 Lease

- 5.1 Paul has sent further comments to the NT, and queried chimney sweeping frequency. Wording for a 'no vehicle access' sign on the gate has been agreed, including a Welsh version as requested, and the sign is now being made.

6 Update from Publicity & Promotion Action group and Fundraising.

- 6.1 There has been no further action on fundraising, due to waiting for the Lease to be signed and other issues taking priority. Paul thanked Isobel for her work on Give as you Live.
- 6.2 Isobel thanked Jane for the newsletter, especially the info on the water wheel and trees.
- 6.3 Isobel queried whether interest would be added to the back-rent for this year, once the Lease is signed and the rent increase charged. It was felt unlikely that interest would be charged.

7 Charity Commission paperwork / policies compliance

- 7.1 Philip has been unable to access and correspond with the Charity Commission without the necessary paperwork, but he ascertained that NMC was late last year handing in accounts, also that certain policies need to be agreed and in place. Paul is working with Philip on this and may need to correspond with the CC to explain the difficulties and hopefully gain access.

ACTION POINT - Paul and Philip to continue in efforts to gain access to the Charity Commission.

8 Correspondence

- 8.1 No correspondence was reported.

9 Any Other Business

- 9.1 Jane asked whether we could elect a second for every officer, who could take over responsibilities if needs be. Paul replied that having discussed this issue with Philip, it will be set in motion at the next meeting. An additional secure page will be added to the website for access by directors, with additional support and appropriate policies.
- 9.2 Following Philip's query, it was agreed that a formal resignation is needed by an outgoing officer to enable a replacement. Paul stressed the need to follow this due process.

10 Date of next Meeting

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

Paul thanked everyone for taking part.

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
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	Closed 16/12/25
Email Treasurer to request formal handover is accelerated in view of absence from meetings.	18/11/25	Paul	22/11/25	Closed 16/12/25
Return Lease to NT Sharon with comments	18/11/25	Paul	ASAP	Ongoing
Check chimney sweep requirements with NT	16/12/25	Paul	ASAP	New
Measure loft hatch	16/12/25	Charles	Before ordering ladder	New
Gain access to Charity Commission	16/12/25	Paul and Philip	With urgency	New
Send Gift Aid info to Philip	16/12/25	Jenny	ASAP	New
Ask Scottish Power to disinvest night storage meter, and negotiate improved tariff	16/12/25	Isobel	ASAP	New