

COWBRIDGE TOWN WALLS RESTORATION COMMITTEE MEETING held at 10.00 hrs on 4th November 2005 in CRC centre.

Present:

Mr Luke Millar (Chair)

Mr Jeff Alden

Mr Rob Cope

Mr Bruce McGovern

Mr David Williams

Mr Phil Chappell (Senior Rural Regeneration Officer, Creative Rural Communities (CRC))

Working schedules: Luke circulated an up to date list of volunteers, all of whom had been contacted to determine their availability. It was agreed that the aim would be to have a fixed work period from 10.00 – 12.00 hrs each day and that each period would be led by and be under the control of a team leader who would direct a team as follows:

Monday: D R Williams with Janet Williams, Brian Gething and John Jones.

Tuesday: Jeff Alden with Roger Bird, Catherine Clay and Ann Grant.

Wednesday: Rob Cope with John Meredith, David Pierce and Dick Tonkin.

Thursday: Luke Millar with Ken Beaumont, Ruth Sherwood, Mary Wallis, Jim McKibbin, Colwyn Jones and Kay Newham.

Friday: Bruce McGovern with Pam Hendicott, Geraint Jones, Genevieve Thomas and Andy Phillips.

Saturday and Sunday: any team leader with Deborah Fisher, Roger Bradshaw and Mike Fahey. The Sunday team will concentrate on the external walls as there should be fewer parked cars then.

Action: the first working day will be, weather permitting, Sunday, 6th November.

N.B.

- The reason why there is an allocated work period each day (10.00 – 12.00 hrs) is so that volunteers know that if they turn up, there will be a team leader present with whom to work. Volunteers are not restricted to working on a specified day with their allocated team leader!
- Where a team leader cannot be present on his allocated day, it is his responsibility to swap with another team leader.
- Team leaders are responsible for contacting their team, undertaking health and safety instruction, explaining what needs to be done, directing operations, allocating and looking after the tools, and keeping records (see accompanying attachment). A record must be kept as

it may be possible to use the records in bids to obtain matching funding.

Tools and equipment: Luke circulated a list of equipment that might be purchased using the £600 grant from the Creative Rural Communities (CRC). Items were added to it and the agreed list (draft list attached) will be forwarded to Steve Sloman to find out if we are able to purchase items through the Vale suppliers. Phil stressed that the grant must be spent quickly and thought that the Vale would be able to invoice CRC directly and that would avoid the need for the Walls committee to pay for the goods up front. If, after purchasing items via the Vale, there was money left over, other items would need to be paid for up front and receipts then shown to CRC before CRC would release the funds.

Miscellaneous equipment that we would probably have to purchase out of petty cash (see below) might include:

Electric kettle

Mugs

Wire brushes, oil and rags to clean tools

Boot brush and bucket

Hammer to drive in wooden wedges (to be provided by Luke) to lift ivy stems for cutting through.

Items that we hope the Vale might provide or lend are staging and cones.

Phil Chappell left the meeting after this item.

Action: David to revise list of tools and equipment, have it agreed by committee, and liaise with Steve Sloman and Phil Chappell.

Funds: Bruce stressed the need for the Committee to work under the aegis of the Charter Trust as eventually it would be necessary to raise considerable monies to fund the restoration of the walls. However, in the interim, it was accepted that an easy to access account of say around £200 should be opened so that, for example, administrative expenses could be covered and small items purchased.

Action: Luke to look into obtaining £200 from the Charter Trust and opening an account with the Yorkshire Building Society.

D R Williams
Hon Secretary
5th November 2005