



Cyfeillion Cronfeydd Dŵr Caerdydd

Friends of Cardiff Reservoirs

Annual General Meeting

Wednesday 10 July 2024 6.30pm

Celsa Room, Lisvane and Llanishen Reservoir Visitor Centre

CF14 0SD

PRESENT: 27 voting members and 2 Welsh Water staff.

APOLOGIES: Helen Whalley

CHAIR: Peter Fullerton **MINUTES:** Fiona Liddell

1 Welcome and apologies

There were no formal apologies.

2 Approval of minutes of AGM 12 July 2023

Minutes from the previous AGM on 12 July 2023 were approved.

Proposer, Sandra Veasey; seconder Chris Moore .

3 Chair's report: Review of activity 2023-24

A summary of the Chair's report is given in Appendix 1.

4 Treasurer's report and adoption of accounts

The Treasurer's report on income and expenditure up to the end of 2023 was approved. Proposer: Richard Cowie; seconder: Suzanne Bellew.

In addition, £500 worth of tools was obtained (as goods rather than cash) from Cardiff Biodiversity fund.

5 Appointment of independent reviewer for the accounts

The appointment of Richard Norton was approved as independent reviewer for the coming year.

6 Members subscription

Membership subscription remains at £5 for individuals and £10 for households, for the coming year, Fees will be reviewed again next year.

Subscriptions are payable for the calendar year and are due by the AGM at the latest.

7 Election for Executive Committee Vacancies:

- a. **Deputy Chair** – Sandra Veasey was confirmed as Deputy Chair (nomination unopposed).
- b. **Treasurer** – Julie Lawrence was confirmed as Treasurer (nomination unopposed).
- c. **Additional Executive Members (3 vacancies)**

No nominations were received for these posts. The committee will be looking to co-opt people to fill these vacancies

8 Q and A with Dwr Cymru Welsh Water

Vanessa Brown and Michelle Impanni addressed members questions. A summary of questions asked and responses given is included in Appendix 2.

9 Proposed amendments to the constitution

The chair introduced proposed changes to the constitution. See Appendix 3.

All of these proposed changes were carried.

10 FoCR charity status

The treasurer explained the reasons for seeking to change our constitutional basis to become a Charitable Incorporated Organisation. It will allow us, for example, to apply for more grants, to reclaim gift aid (including on subscriptions) and will limit the liability falling on trustees (ie the committee). See appendix 4.

This proposal was carried unanimously.

11 Any other notified business

There was no notified business and the meeting closed at 7.30pm, with thanks to the committee and to everyone for attending.

Appendix 1



Friends of Cardiff Reservoirs AGM

Chair's report: review of activity, 2023-2024

Highlights of the year's activities were shared, details of which are reported in [FoCR newsletter No 5](#) .

In addition, the chair noted that the number of visits have been several times higher than expected during the period since the site opening last July. Thanks were expressed to WW staff who support our work, in particular Michelle Impanni, (Volunteer Manager WW), Vanessa Brown, (WW Ranger with link to volunteering), Gruff (Owain) Manuel (Head Ranger) and Hope Radford (former Deputy Manager).

The centre has achieved several awards during the year including Royal Institute of Chartered Surveyors [award for community benefit](#) and a further [award for land management and sustainability](#), SusDrain [sustainable drainage award](#) and the result of our [Green flag award](#) will be announced shortly.

Around 30 people attended the social event held in March , we would be pleased to hear other suggestions for social events in the future.

A significant legacy was left to FoCR by RAG (Reservoir Action Group) which will be used to enable individuals and groups from disadvantaged backgrounds to take part in water based and other activities at the site. We are at early stages in discussing plans for this.

Some of the RAG legacy will be used to support an 8 week project, 'Wellies on Wednesdays', in the autumn, for Asylum seeker families with pre-school children. Groundwork, Oasis and Welsh Refugee Council are key partners. There is an opportunity on the Team Kinetic website for volunteers to sign up to help.

Thanks were expressed to committee members who decided to stand down during the year, due to other pressures (Amit Jain, Rajeev Sharma). Also to Paul Hardy who was subsequently co-opted to serve in the interim until this AGM.

We hold monthly drop in sessions at the visitor centre, generally 10 – 12 on the last Saturday of the month, where all members are encouraged to drop by to share a drink and chat.

The programme of volunteering has grown over the year with over 2.600 hours being logged by 179 registered volunteers, as at the start of June. A recognition event was hosted by Welsh Water on 6th June, in Volunteers Week, as a 'thank you' to volunteers for their valuable contributions.

There are regular opportunities to help manage the woodlands and to act as Site Ambassadors. In the late autumn, taking part in the annual fungi surveys have proven popular.

We are developing our capacity to lead walks with community groups, and have hosted groups from Sight Life and U3A Sully History Society. We will be holding an induction session on 17th July for anyone interested in becoming a walk leader.

A major 'digital memories' project is under development with support from Cwmpas and Peoples Collection Wales. There will be opportunities to get involved in volunteer training events, or in contributing personal memories, in the autumn.

Appendix 2: Summary of Q and A with Welsh Water staff

Q – Could there be more seating be available?

A - Six new seats are currently being made.

Q – What is happening Gwern y Bendy Woods?

A An ecologist has checked the site and contractors have begun working there to manage the woodland. It is a long-term aim that this area will be open to the public.

Q - The slope to the playground is rough – could anything be done?

A There are plans to address this and to improve that side of the site, including access to the story trail, and, hopefully, a bridge over the stream.

Q - The Bird hide near the education centre, is too high for most people to be able to see from it.

A It was acknowledged that this needs to be addressed.

Q - How do we better enforce the requirement for people to keep to the paths?

A Natural Resources Wales' view is that keeping dogs off the site is the most important measure.

Q - Has the later summer opening hours been well used?

A It has been well received, though perhaps not as busy as expected.

Q - Has the fact that Sat Navs indicate that you can cycle through the site been a problem?

A A cycle 'through way' is also shown on Google. Michelle will pursue this.

Q - Will there be public access through the gate to Coed Ty Llwyd?

A No. The wood has been bought by a university professor for research purposes. There may be opportunities, however, for groups to visit on specific occasions, with their permission.

Appendix 3



Friends of Cardiff Reservoirs

Proposed Constitution changes for AGM, 10 July 2024

A. Clarify minimum ages for Executive Committee and voting.

5.2.1 Fully paid up Members of the Society **aged 16 years and over** shall be entitled to attend and vote at all general meetings.

5.2.2. Fully paid up Members of the Society **aged 18 years and over** shall be entitled to stand for election to the Executive Committee.

7.4 Nomination for election to the Executive Committee shall be open to all Fully paid up Members **aged 18 years or over** with the proviso that there shall not be more than one member of any family group or household serving on the Executive Committee at any one time.

10.7 All Fully paid up Members **aged 16 and over** present shall be entitled to vote at General Meetings of the Society and shall have equal voting rights.

B. Clarify when payments are due (i.e. 21 days prior to AGM).

6.3 Any Member liable to pay a subscription shall pay the dues **at least 21 days in advance of the date** of the Annual General Meeting, otherwise the membership status will automatically change to Member-in-Default status.

C. Add new “Membership Secretary” role to the Executive and allow extended descriptions for Additional committee members to include lead responsibilities, determined by the Committee.

7.2 The Executive Committee shall consist of:

7.2.1. Chairperson

7.2.2. Deputy Chairperson

7.2.3. Secretary

7.2.4. Treasurer

7.2.5. Membership Secretary

7.2.6. Additional Executive Member 1

7.2.7. Additional Executive Member 2

7.2.8. Additional Executive Member 3

The Executive Committee can assign specific lead responsibilities to the Additional Executive Members to further the aims of the Friends group.

D. Specify at least four meetings per year, instead of two.

7.10 The Executive Committee shall decide on the frequency of meetings but shall meet at least **four times** in each calendar year.

E. Reduce quorate % for AGM from 10% to 5%? (5% would be consistent with 12.1).

10.2 Any General Meeting shall have a quorum of five fully paid up Members or **5%** of the fully paid up membership (whichever is greater).

F. For nominations for election, change from 'countersignature' requirement to 'written consent from the nominee'.

11.2 Nominations for election as Executive Committee Members shall be sent to the Secretary not less than seven days before the AGM and shall be proposed and seconded by fully paid up Members of the Society **aged 18 years and over** (in case of Household Members, proposed and seconded by fully paid up Members of the Society **aged 18 years and over**, from a different household). **Written consent from the nominee of their willingness to act as an Executive Committee Member, if so elected, will be required where they are not the proposer or seconder.**

G. Typo correction: the word 'within' should replace 'with' in this sentence.

12.4 If, in the opinion of the Executive Committee, a valid petition is received, the Secretary shall convene the EGM **within** 28 days of receipt of the petition.

H. Change default DPO from Secretary to Chair.

16.2 The **Chairperson** shall be deemed to be the Data Protection Officer unless another member of the Executive Committee is appointed to the role by the Executive Committee.

Appendix 4



Proposal for The Friends of Cardiff Reservoirs to seek charitable status as a Charitable Incorporated Organisation (CIO)

Benefits of a CIO:

- Gives the entity charitable status
(grant issuing bodies tend to prefer awarding grants to charities)
- Gives the entity's members "limited liability"
(similar to a company limited by guarantee - if the company goes into liquidation the members pay a fixed nominal fee of e.g. £1)
- Gives the entity exemption from corporation tax
- Requires filing at Charity Commission (which is free) instead of at Companies House
- Can claim gift aid

For CIOs there are 2 versions –

A where the trustees are also the members (foundation model) and

B where there is a wider membership in addition to the trustees (association model).

The Association model (B) would be more appropriate for FoCR. This allows the trustees to make decisions on a day to day basis but allows a wider number of non-trustees to vote at the AGM.