



**Cyfarfod Cyfarwyddwyr / Directors Meeting – Melin Daron Cyf, Aberdaron
Heli, Aberdaron - 11.00am 18 Tachwedd/18 November 2020**

Present:

Geraint Jones
Roy Milnes Secretary / Treasurer
Jo-Anne Milnes

Apologies:

Stephen Bull

	Item	Action by /date
1.	Cofion/Welcome	
2.	VAT & Charity Status Roy explained the need for Charity status and it being vital to enable us to recover VAT but the Charity Commission and HMRC rejected our applications.	
3.	Charity Commission advice The Charity Commission gave a detailed refusal in their letter of 17 March and after subsequent contact have advised us to change three items: Articles of Association, Charitable Aims and the Lease. It was agreed to adopt the model Articles of Association from the Charity Commission. Our Charitable Aims are to be improved to include employment of young people discussed in our zoom meeting	Roy
4.	Lease It was agreed to seek an outside Surveyor's opinion regarding the current Lease and send the recommendations to the Solicitor to make necessary changes to the Lease.	Geraint , Roy
5.	Next Meeting TBA	



**Cyfarfod Pwyllgor / Committee Meeting – Melin Daron Cyf, Aberdaron
Via Zoom at 10.00am 11 Tachwedd/11 November 2020**

Present:

Geraint Jones
Roy Milnes Secretary / Treasurer
Jo-Anne Milnes

Stephen Bull
Marc Roberts
Glyn Roberts (part)

Apologies:

Anita Kenyon

	Item	Action by /date
	Cofion/Welcome - Emergency meeting to discuss the Business Plan	
1.	Overview of the Requirement Marc explained a detailed Business Plan running to 50-60 pages would be needed. Roy thanked Marc for all his hard work to date.	
2.	Themes & Responsibilities <ul style="list-style-type: none"> a. General Description Glynn – to oversee the historical importance of the building b. Detailed operation and management proposal Roy to Project Manage c. Market Gap and opportunity Stephen and Geraint d. Governance and administration Marc, Jo-Anne and Roy e. Financial forecasts and assumptions Geraint, Accountant needed f. Marketing and promotion Anita g. SWOT and Pestel Analysis identifying internal and external forces h. Action Plan Roy 	
3.	Discussion on ideas for Business Plan Inclusion and employment for Young people Charity Work Inclusion of School Age children Different ideas for the Kiln room	
4.	Next Meeting TBA	



**Cyfarfod Pwyllgor / Committee Meeting – Melin Daron Cyf, Aberdaron
Bryn Gwynt at 10.00am 22 Medi/September 2020**

Present:

Geraint Jones
Roy Milnes Secretary / Treasurer

Stephen Bull
Jo-Anne Milnes

Glyn Roberts
Anita Kenyon

Apologies:

Marc Roberts, Marc Consultancy
Gethin Roberts, Donald Insall

	Item	Action by /date
1.	Cofion/Welcome Roy introduced Gethin and Glyn.	
2.	Minutes of last Meeting Minutes of the last meeting accepted.	
3.	Architect's Report Gethin gave an overview condition of the Mill, immediate work needed: Roof to be made safe and watertight asap. Rubble to be removed from around the building. Keep stones. Prop up floor. Long term: Costings; Detailed spec; Supervision – Roy to oversee Project Need Architects Invoice to draw down money (invoice received 05 Oct)	Stephen Geraint Gethin
4.	Agree Total Project Budget e.g. Professional fees, consultancy, listed planning, publicity, displays, signs, educational facilities, contribution car park etc Discussion what extras needed over and above Architects & Engineers costs. A cost in the region of £1.2 million was estimated.	
5.	Development Stage Grants Discussion of funding needed. Marc outlined grants available and applications applying he is for. COVID hampering funding available. Need to record volunteers' hours and send to Jo-Anne by 1 st of each month	Marc All
6.	Revised Programme No applications are accepted by the HLF until start of next year. Roy handed out a revised programme of works. Provisional start July 2021 - completion September 2022	
7.	Finances: VAT; Charity; HMRC Obtaining Charity status is vital for VAT recovery – Roy to contact, Charity Commission, HMRC and Welsh Mill Society A Finance/Accountant Director is needed.	Roy Geraint
8.	Publicity Anita outlined successful Go Fund Me and Facebook pages. 128 following. Need to raise awareness. Collection point at Mill site for: 1. Sponsorship and Story Board; donation box 2. Meeting with contact for Bear Grylls 3. Leaflets Many thanks to Georgia (Anita's daughter) for all the help with publicity. Roy outlined QR codes and their use.	Anita
9.	Any Other Business Are more Directors needed - agreed to consider for the future. Translation of Facebook and website into Welsh a priority.	Marc, Gill, Glyn, Geraint (Website now bi-lingual thanks to Glyn)
10.	Next Meeting TBA.	



**Cyfarfod Pwyllgor / Committee Meeting – Melin Daron Cyf, Aberdaron
Bryn Gwynt at 10.00am 28 Gorffennaf /July 2020**

Present:

Geraint Jones	Stephen Bull
Roy Milnes Secretary / Treasurer	Marc Roberts
Jo-Anne Milnes	Anita Kenyon

Apologies:

	Item	Action by /date
1.	Cofion/Welcome - Minutes of last Meeting Thanks to Marc for securing Grants for the Project. Welcome to Anita for considering the Committee’s offer of a Director position.	
2.	Appointment of Architect Roy outlined the brief and bids received. Three enquiries. Two bids received. Discussion ensued. Insall’s bid was accepted by all the Directors with the agreement to appoint. Anita suggested a press release. It was discussed and agreed to protect the roof before Winter and the possibility of a Grant.	Roy asap Anita Geraint, Marc
3.	Appointment of Engineer Roy outlined the brief and bids received. Four enquiries. Two bids received. Discussion ensued. Dorothea Restorations bid was accepted by all the Directors with the agreement to appoint.	Roy asap
4.	Planning and Total Site Plans After discussion with the Planning Department on whether Planning was needed for the Mill, a letter was drafted setting out the Mill’s history of usage and intended restoration which should obviate the need for planning permission.	Roy asap
5.	Programme Roy passed round a copy of the Programme of Works. The Programme hinges on funding being in place. Discussion of what was needed in terms of Grants. Short fall for the first stage. Need to be aware of HLF re-opening deadline for Grant applications. Marc outlined possible funding bodies. Marc to action Grant applications.	Marc Marc
6.	Development Stage Grants Various funding bodies over Grants was discussed. Anita explained her commercial background. Much discussion ensued of the different fund-raising activities to not only raise funds but also the profile of the Mill. Anita offered to develop and co-ordinate PR options. Anita and Marc to agree a structure for publicity.	Anita Anita, Marc
7.	VAT and Charity Status Treasurer’s report on VAT and Charity Status. Proposal to join SPAB was agreed.	Roy
8.	Any Other Business Geraint outlined the vision for the rest of the site. Units for providing a diversity of shops to the residents of the Llyn and visitors alike. Providing much needed employment to the area.	

	Recording of Volunteer hours. Submit monthly to Secretary. The need for remuneration for Marc in line with the vital work he does in securing funding for the Project. Payment agreed. Dropbox was discussed. Web page to be updated with new Progress page. Agreed 1 October to launch PR for Mill.	All Roy Roy Anita, Marc
9.	Next Meeting TBA. September	



**Melin Daron Cyf,
Cyfarfod Pwyllgor / Committee Meeting
1 Gorffennaf /July 2020 Aberdaron**

Present:

Geraint Jones
Roy Milnes Secretary / Treasurer
Jo-Anne Milnes
Stephen Bull

Apologies:

	Item	Action by /date
1.	Individual meetings were held due to Covid19 lockdown and restrictions	
2.	We agreed to appoint a Marketing Director	Ask Anita Kenyon
3.	The Programme of Works was accepted by all	

Cyfarfod Pwyllgor / Committee Meeting – Melin Daron, Aberdaron
14 Mehefin/14 June 2019
at 6.30pm

Present:

Geraint Jones
 Gillian Jones
 Roy Milnes Secretary
 Stephen Bull
 Jo-Anne Milnes

Apologies:

	Item	Action by /date
1.	Welcome to all	
2.	Lease Signing Lease was signed by the four Directors	
3.	Applying for Charity Status Charity Status could be applied for after Bank Account has been opened. Appropriate data was collected in anticipation of application. Gill had the Bank Application ready. This was signed by the Directors and sample signatures were obtained.	Jo-Anne
4.	Future Plan Discussion took place on the way forward for the Melin Daron. Agreed Geraint would arrange a meeting with Mark the Consultant to discuss future plans.	Geraint
5	Any Other Business Roy proposed a basic Webpage to start a presence on the Internet for the Melin and secure a domain name and email address. Jo-Anne had already secured one email address - secretarymelindaron@gmail.com . Also a company Logo was suggested and the committee agreed to go ahead with both proposals.	Roy
6.	Next Meeting Geraint would contact Committee with the date of the next meeting	Geraint