



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 14th NOVEMBER 2018**

	<p><u>Present:</u></p> <p>Members: Cllr. Freya Bentham Mr. Ceri Stradling (Chairman) Ms. Tracey Evans Mr. Emyr Williams Mr. Iwan Jones Mr. Andrew Oughton</p> <p>In attendance: Mr. Owain Wyn (ex-officio)</p> <p>Officers: Ms. Naomi Jones, Mrs Sarah Roberts.</p>
1.	<p>Apologies</p>
	<p>No apologies were received.</p>
2.	<p>Declaration of Interest</p>
	<p>No declarations of Personal Interests were made in respect of any item.</p>
3.	<p>Minutes</p>
	<p>Subject to recording that Mr. Owain Wyn was present at the meeting, the minutes of the Plas Tan y Bwlch Management Board held on the 26th September 2018 were accepted, and the Chairman signed them as a true record.</p>
4.	<p>Action Log</p>
	<p>The Director of Corporate Services presented the Action Log. Members and Officers considered the Action Log in detail.</p> <p><u>Meeting 25.04.18:</u> <u>Action Item 4 - Financial Update</u> This action was now complete and could be removed from the Action Log. <u>Action Item 5 – Plas Tan y Bwlch Marketing Report</u> This action was now complete and could be removed from the Action Log.</p> <p><u>Meeting 06.06.18:</u> <u>Action Item 8 – Plas Tan y Bwlch Marketing Strategy</u> This action was now complete and could be removed from the Action Log.</p>

	<p><u>Meeting 26.09.18:</u> <u>Action Item 4 – Action Log</u> This action was now complete and could be removed from the Action Log. <u>Action Item 5 – Performance</u> This action was now complete and could be removed from the Action Log. <u>Action Item 6 – Marketing Strategy</u> The Head of Business advised that an update report would be presented to a future Authority meeting. <u>Action 9 – Charging Structure</u> This action was now complete and could be removed from the Action Log.</p> <p>ACTION: to note the Action Log and to remove the actions as outlined.</p>
5.	<p>Plas Tan y Bwlch Performance</p>
	<p>The Head of Business presented the report and provided details of the Centres performance to date in the 2018/2019 financial year. Members were asked to note a correction in Table 1 in that the highlighted column should have been for April-Oct 2018 and not April-Oct 2017.</p> <p>Members and Officers discussed the report in detail and made the following observations:</p> <ul style="list-style-type: none"> - Members and Officers agreed that a financial plan setting out realistic income would be prepared for the next meeting of the Plas Tan y Bwlch Management Board. - future reports by the Head of Business should include a summary of the position for members and to include additional columns to compare income and expenditure figures and indicate any additional activities that have been taken up. The Head of Business agreed to send an e-mail to Members a few days prior to the meeting to provide them with up to date figures. - Members and Officers discussed the reduction in income and how confident officers were that the same level of income could be achieved next year. - the Head of Business reported that he was still working with the Authority’s IT section on the new booking system for on-line bookings. This will allow the Head of Business to accurately report on the Centre’s performance. - the Head of Business advised Members on a recent meeting with Mr. John McGrath to discuss possible partnership work with the YHA. Concerns were raised that utilising YHA status could have an effect on grant applications and accommodation prices. <p>ACTION</p> <ol style="list-style-type: none"> 1. to note the report. 2. to await a further report to the next meeting of the Plas Tan y Bwlch Management Board on the 6th February, 2019.
6.	<p>Future Developments</p>
	<p>The Head of Business gave an oral update on the future developments at the Centre.</p> <p>The Head of Business advised that a further report was awaited from the Architect and would be presented to the next Board meeting in February 2019. He confirmed that the proposed works were scheduled to be completed by next winter.</p> <p>ACTION to note the oral report and await the Architects report as outlined.</p>

7.	<p>Charging Strategy</p> <p>The Head of Business presented the report providing Members with details of the proposed changes to charges for 2019 onwards.</p> <p>The Head of Business outlined the main points and Members and Officers considered the report in detail.</p> <p>ACTION</p> <ol style="list-style-type: none"> 1. to approve the supplementary charges for April 2019 onwards. 2. to increase the Group Booking charge by an additional 5% in 2020 and to offer a discount for out of season bookings.
8.	<p>Tea Room Performance</p> <p>The Head of Business presented the report which provided Members with details of the performance of the Tea Room and Gardens in 2018 in comparison with 2017.</p> <p>Members and Officers discussed the report and made the following observations:</p> <ul style="list-style-type: none"> - the Head of Business confirmed that the increase in income had been stable before and after free admission to the gardens. - the Head of Business advised that if Members agree to extend free admission to the gardens for another year, it would be promoted as soon as possible in preparation for the 2019 season. <p>ACTION: to extend free admission to the gardens during the 2019 season and to review the position for the following year.</p>
9.	<p>Weddings and Special Functions</p> <p>The Head of Business presented the report which provided details of costs and charges for weddings and special functions. Members were provided with further details on the various wedding packages and a draft wedding brochure was circulated at the meeting.</p> <p>Members discussed the report and made the following observations:</p> <ul style="list-style-type: none"> - Members and officers discussed the number of weddings that could potentially be held per year. - it was agreed that every effort should be made to ensure that the primary purpose of Plas Tan y Bwlch as an Education Centre was not lost. - Members and Officers discussed the possibility of using Yr Ysgwrn to hold courses to release capacity at Plas. - Members agreed it should be determined whether income from weddings and special functions would be sufficient to help Plas meet financial targets. <p>ACTION: to await a further report to the next Plas Tan y Bwlch Management Board meeting on the 6th February, 2019.</p>

The meeting ended at 13:20



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 5th JUNE 2019**

	<p><u>Present:</u></p> <p>Members: Cllr. Freya Bentham Mr. Ceri Stradling (Chairman) Ms. Tracey Evans Mr. Emyr Williams Mr. Iwan Jones Mr. Andrew Oughton</p> <p>In attendance: Mr Rhys Davies – Rhys Davies Architecture</p> <p>Officers: Mrs Sarah Roberts, Miss Zara Roberts.</p>
1.	<p>Chairman</p>
	<p>Mr. Ceri Stradling was elected as Chairman of the Plas Tan y Bwlch Management Board. The Chairman thanked Members for their support.</p> <p>Ms. Tracey Evans advised of her decision to stand down as a Member of the Plas Tan y Bwlch Management Board.</p>
2.	<p>Apologies</p>
	<p>Mr. Neil Martinson.</p>
3.	<p>Declarations of Interest</p>
	<p>No declarations of Personal Interests were made in respect of any item.</p>
4.	<p>Minutes</p>
	<p>The minutes of the Plas Tan y Bwlch Management Board held on the 6th February 2019 were accepted, and the Chairman signed them as a true record.</p>
5.	<p>Action Log</p>
	<p>The Director of Corporate Services presented the Action Log which Members and Officers considered in detail.</p> <p><u>Meeting 25.04.18</u> <u>Action 6: Future Developments</u> This action was now complete and could be removed from the Action Log.</p> <p><u>Meeting 06.06.18</u> <u>Action 5: Financial Update</u> This action was now complete and could be removed from the Action Log.</p>

	<p><u>Action 6: Plas Tan y Bwlch Review</u> This action was now complete and could be removed from the Action Log. The Director of Corporate Services advised that service contracts and digital marketing should both remain as action points as the work was currently ongoing.</p> <p><u>Action 7: Future Developments</u> This Action was now complete and could be removed from the Action Log.</p> <p><u>Meeting 26.07.18</u> <u>Action 3: Marketing Strategy and Action Plan</u> This Action was now complete and could be removed from the Action Log.</p> <p><u>Meeting 14.11. 18</u> <u>Action 5: Plas Tan y Bwlch Performance</u> This Action was now complete and could be removed from the Action Log. The Director of Corporate Services advised that work on the new online booking system should remain as an action as work was ongoing.</p> <p><u>Action 6: Future Developments</u> This action was now complete and could be removed from the Action Log.</p> <p><u>Meeting 06.02.19</u> <u>Action 4: Action Log</u> This action was now complete and could be removed from the Action Log.</p> <p><u>Action 5: Plas Tan y Bwlch Performance</u> This action was now complete and could be removed from the Action Log.</p> <p><u>Action 8: Working with YHA</u> The Director of Corporate Services advised that although the action had not been completed as required, it could be removed from the Action Log as a further report was being presented at the meeting.</p> <p>ACTION: to note the Action Log and to remove the actions as outlined.</p>
6.	<p>Plas Tan y Bwlch Performance</p>
	<p>The Head of Business presented the report providing details of the Centre’s performance to date (2018/2019 financial year).</p> <p>Members and Officers considered the report in detail and made the following observations:</p> <ul style="list-style-type: none"> - Members were concerned that the outturn figures were not provided in the report. The Head of Business apologised that the figures had been misleading in the previous report due to a hidden cell within the spreadsheet. - Members discussed the failings in the system. The Head of Business confirmed that the new system would be more reliable than the current system. - Members agreed that the Board should be provided with an up to date position on figures for continuity and be given an indication when things are not going to plan. The Head of Business agreed to send an e-mail at the end of each month to Members of the Board providing the up to date figures. - future reports should include business generated per month and monthly expenditure.

	<p>ACTION:</p> <ol style="list-style-type: none"> 1. to note the report. 2. to await a further report to the next meeting of Plas Tan y Bwlch Management Board on the 25th September 2019. 3. the Head of Business to send an e-mail at the end of each month to Members of the Board providing them with an up to date position on figures.
7.	<p>Running Costs</p>
	<p>The Head of Business presented the report to provide members with details of the Centres daily running costs and apologised for the formatting error in Appendix 1. A revised copy had been circulated to members.</p> <p>The Head of Business outlined the main points and Members and Officers considered the report in detail.</p> <p>Arising thereon, members and Officers agreed that more information should be provided to allow members of the Board to give it full consideration. Members discussed the benefit of having separate budgets for printing and marketing.</p> <p>ACTION: to await a further report to the next Plas Tan y Bwlch Management Board meeting on the 25th September 2019.</p>
8.	<p>Digital Marketing</p>
	<p>The Senior Administration Assistant presented the report providing details of the Centres Digital Marketing and Events.</p> <p>Members and Officers welcomed the report and made the following observations:</p> <ul style="list-style-type: none"> - Members and officers discussed making use of the ‘Boost Post’ option on Facebook, which allows a post to be shared to a vast/target audience. - Members agreed that digital marketing and the use of social media was the way forward in order to target a future audience. - Members discussed ways to achieve community involvement. - Members and Officers agreed the importance of providing staff with social media training. The Head of Business confirmed that staff would be given social media training in due course. <p>Members and Officers thanked the Senior Administration Assistant for her report.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. to note the report. 2. the Senior Administration Assistant to attend alternate meetings of the Plas Tan y Bwlch Management Board.
9.	<p>Future Developments</p>
	<p>The Head of Business presented the report and updated members of the Architects Plans for the future developments at the Centre.</p> <p>The Head of Business introduced Mr. Rhys Llwyd Davies, the Architect to members of the Board. Mr. Davies gave a brief presentation on the background of the proposals for the redevelopment of the annex and upgrading of the bedrooms of the main house.</p>

	<p>The Chairman thanked Mr. Davies for his presentation.</p> <p>Members and Officers discussed proposals in detail and made the following observations:</p> <ul style="list-style-type: none"> - members discussed the proposed timescales for the developments. The Director of Corporate Services advised that it was hoped to carry out the work zone by zone during the winter months. - members and officers asked that the cost of the developments be presented to the Board as soon as possible. The Architect agreed to proceed with obtaining the cost of the proposed developments. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Members and Officers welcomed the report. 2. the Architect to present the cost of the developments and progress to the planning application by the next meeting of the Plas Tan y Bwlch Management Board on the 25th September 2019. 3. the Head of Business to proceed with looking into the different grant funding available for the developments by the next meeting of the Plas Tan y Bwlch Management Board. 4. to await a further report to the next meeting of the Plas Tan y Bwlch Management Board on the 25th September 2019.
9 A.	<p>Future Developments – Natural Land</p>
	<p>The Head of Business presented the report providing Members with details of the plans received from Natural Land and apologised for the late presentation of the report as it had only been received the previous Friday.</p> <p>The Director of Corporate Services provided Members with a background to the report.</p> <p>Members and Officers considered the proposals in detail and although this could be an option in the future agreed that Plas was not in a position to move forward with the proposals at present.</p> <p>ACTION: the Head of Business to thank Natural Land for their proposals but that Plas was not in a position to proceed with the proposals at this time.</p>
10.	<p>Working with the YHA</p>
	<p>The Head of Business presented the report providing members with details of the potential income generation from working with the YHA. The Head of Business informed the Board that Mr. John McGrath had tendered his apologies as he was currently away on holiday.</p> <p>Members and Officers discussed the contents of the report in detail.</p> <p>ACTION: to note the report.</p>

The meeting ended at 15:50



**BWRDD RHEOLI PLAN TAN Y BWLCH
DYDD MERCHER 16 HYDREF 2019**

	<p><u>Presennol:</u></p> <p>Aelodau: Cyng. Freya Bentham Ms. Tracey Evans Mr. Emyr Williams Mr. Iwan Jones Mr. Andrew Oughton</p> <p>Yn mynychu: Cyng. Wyn E. Jones (ex-officio) Mr Rhys Davies - Pensaernïaeth Rhys Davies Architecture</p> <p>Swyddogion: Mrs Anwen Gaffey, Mrs Sarah Roberts.</p>
1.	<p>Ymddiheuriadau</p> <p>Mr. Neil Martinson.</p>
2.	<p>Datgan Diddordeb / Buddiant</p> <p>Ni wnaed unrhyw ddatganiadau o Ddiddordeb / Fuddiant Personol mewn perthynas ag unrhyw eitem.</p>
3.	<p>Cadeirydd</p> <p>Etholwyd y Cyfarwyddwr Gwasanaethau Corfforaethol, Mr Iwan Jones, yn Gadeirydd ar Fwrdd Rheoli Plas Tan y Bwlch ar gyfer y cyfarfod hwn yn unig.</p> <p>Cytunodd yr Aelodau a'r Swyddogion i ohirio ethol y Cadeirydd tan y cyfarfod nesaf o Fwrdd Rheoli Plas Tan y Bwlch pan fydd yr holl Aelodau'n bresennol.</p>
4.	<p>Cofnodion</p> <p>Derbyniwyd cofnodion Bwrdd Rheoli Plas Tan y Bwlch a gynhaliwyd ar 5 Mehefin 2019, a llofnododd y Cadeirydd hwy fel cofnod cywir.</p>
5.	<p>Cofnod Gweithredu</p> <p>Cyflwynodd y Pennaeth Busnes y Cofnod Gweithredu ac fe ystyriodd yr Aelodau hwn yn fanwl.</p> <p><u>Cyfarfod 06.06.18</u> <u>Cam Gweithredu 6: Adolygiad Plas Tan y Bwlch</u> Dywedodd y Pennaeth Busnes fod y Cam Gweithredu ar “oriau agor yr Ystafell De” bellach wedi'i gwblhau ac y gellid ei dynnu oddi ar y Cofnod Gweithredu. <u>Cyfarfod 05.06.2019</u></p>

	<p><u>Cam Gweithredu 7: Costau Rhedeg</u> Roedd y cam gweithredu hwn bellach wedi'i chwblhau a gellid ei dynnu oddi ar y Cofnod Gweithredu.</p> <p><u>Cam Gweithredu 8: Marchnata Digidol</u> Roedd y cam gweithredu hwn bellach wedi'i chwblhau a gellid ei dynnu oddi ar y Cofnod Gweithredu.</p> <p><u>Cam Gweithredu 9: Datblygiadau'r Dyfodol</u> Roedd cyflwyniad y Pensaer wedi'i gwblhau a gellid ei dynnu oddi ar y Cofnod Gweithredu.</p> <p><u>Cam Gweithredu 9A: Datblygiadau'r Dyfodol</u> Roedd y cam gweithredu hwn bellach wedi'i chwblhau a gellid ei dynnu oddi ar y Cofnod Gweithredu.</p> <p>Trafododd yr aelodau yr angen i fabwysiadu strategaeth ariannu ar gyfer Plas Tan y Bwlch. Mae angen sefydlu argaeledd cronfeydd grant posibl a thrafododd yr Aelodau yr amrywiol opsiynau cyllido megis Croeso Cymru, Cronfa Dreftadaeth y Loteri, Cronfa Buddsoddi i Arbed Llywodraeth Cymru ac ati a hefyd Mantell Gwynedd, a allai o bosibl gyfeirio at bartneriaid cyllido. Cytunodd Tracey Evans i weithio gyda'r Pennaeth Busnes i ddod o hyd i grant posibl. Cytunodd yr aelodau a'r swyddogion bod angen buddsoddi yn y cyfleusterau ac y dylid ail edrych ar y Cynllun Busnes.</p> <p>CAM GWEITHREDU:</p> <ol style="list-style-type: none">1. nodi'r Cofnod Gweithredu a chael gwared ar y camau gweithredu fel yr amlinellwyd.2. bod Tracey Evans a'r Pennaeth Busnes yn gweithio gyda'i gilydd i ddod o hyd i gronfeydd grant posibl.3. bydd y Prif Weithredwr yn edrych i mewn i gronfa 'Buddsoddi i Arbed' Llywodraeth Cymru.
6.	Adroddiad Perfformiad 2019/2020
	<p>Cyflwynodd y Pennaeth Busnes yr adroddiad gyda manylion perfformiad ariannol y Ganolfan hyd yma, a rhagolwg amlinellol ar gyfer blwyddyn ariannol 2019/2020 yn y dyfodol.</p> <p>Ystyriodd yr Aelodau a'r Swyddogion yr adroddiad yn fanwl a gwneud y sylwadau a ganlyn:</p> <ul style="list-style-type: none">- er y dangoswyd bod y diffyg am y flwyddyn yn £89,707, cytunodd y Pennaeth Busnes fod y ffigur hwn yn cynnwys yr ad-daliad TAW unwaith ac am byth o £40k- roedd y Bwrdd yn teimlo bod yr adroddiad, fel y'i cyflwynwyd, yn ddryslyd ac yn aneglur a chytunodd y Pennaeth Busnes i anfon y ffigurau yn gynt yn y dyfodol, hyd yn oed os mai dim ond ar ffurf ddrafft y byddai, er mwyn caniatáu digon o amser i'r Aelodau ymgyswngi â'r manylion. <p>CAM GWEITHREDU:</p> <ol style="list-style-type: none">1. nodi'r adroddiad.2. darparu adroddiadau cliriach yn y dyfodol.

<p>7.</p>	<p>Costau Rhedeg</p> <p>Cyflwynodd y Pennaeth Busnes yr adroddiad yn manylu ar gostau rhedeg dyddiol y Ganolfan ym mhob maes gwaith.</p> <p>Cytunodd y Pennaeth Busnes y bydd adroddiadau yn y dyfodol yn darparu manylion am sut y rhennir y costau. Trafododd yr Aelodau a'r Swyddogion y system archebu / cyllid cyfredol a phwysleisio pwysigrwydd sefydlu system newydd ar gyfer Plas a fyddai, yn ei dro, hefyd yn darparu gwybodaeth lawer cliriach a mwy defnyddiol. Dywedodd y Pennaeth Busnes fod Adran Technoleg Gwybodaeth (TG) yr Awdurdod yn edrych ar ddau opsiwn posibl ar hyn o bryd.</p> <p>CAM GWEITHREDU:</p> <ol style="list-style-type: none"> 1. sefydlu system archebu / cyllid newydd fel blaenoriaeth. 2. ail ddrafftio'r Cynllun Busnes yn unol â'r adroddiad Costau Rhedeg. 3. cyflwyno adroddiad manwl i gyfarfod mis Chwefror ar ddarparu Cyrsiau Addysg yn y Plas, ynghyd â dadansoddiad manwl o rai eraill meysydd gwaith.
<p>8.</p>	<p>Strwythur Codi Tâl</p> <p>Cyflwynodd y Pennaeth Busnes yr adroddiad yn cynnig polisi codi tâl diwygiedig ar gyfer blwyddyn ariannol 2020/21.</p> <p>Trafododd yr Aelodau a'r Swyddogion yr adroddiad a chytuno y byddai'r taliadau diwygiedig arfaethedig ar gyfer 2020/21 yn symleiddio'r strwythur codi tâl. Cytunwyd y byddai adroddiad pellach yn adolygu'r sefyllfa yn cael ei gyflwyno i Fwrdd Plas ymhen blwyddyn.</p> <p>CAM GWEITHREDU:</p> <ol style="list-style-type: none"> 1. nodi'r adroddiad a chytuno ar y cynnydd canrannol yn y pris sylfaenol ar gyfer 2020/21 fel yr amlinellir ym mharagraffau 3 a 5 o'r adroddiad. 2. cytuno ar lefel y gostyngiad ar gyfer 2020/21 fel yr amlinellir ym mharagraffau 2 a 4 o'r adroddiad. 3. adolygu'r sefyllfa mewn blwyddyn.
<p>9.</p>	<p>Datblygiadau'r Dyfodol</p> <p>Cyflwynodd y Pennaeth Busnes yr adroddiad yn manylu ar y datblygiadau arfaethedig ym Mhlas Tan y Bwlch yn y dyfodol ac amlinellodd gost symud ymlaen. Trafododd yr aelodau e-bost yn nodi pryderon gan Mr. Neil Martinson, aelod o Fwrdd Plas Tan y Bwlch, nad oedd wedi gallu mynychu'r cyfarfod.</p> <p>Cyflwynodd Mr. Rhys Davies, Pensaernïaeth Rhys Davies Architecture ei ganfyddiadau a thrafod y Cynllun Datblygu Llety sy'n nodi'r sail resymegol a'r costau sy'n gysylltiedig gydag uwchraddio'r ystafelloedd gwely presennol, trosi yr annecs i lety hostel, ail-leoli'r bar, gan greu derbynfa newydd, a chreu ystafell wely foethus newydd. Ystyriodd yr aelodau'r cynigion yn fanwl ac fe'i cynghorwyd : -</p> <ul style="list-style-type: none"> - Y byddai uwchraddio'r stoc bresennol o ystafelloedd gwely yn cyflawni gradd Gwesty Gwledig Tair Seren. - rhagwelwyd y byddai costau trydanol oddeutu £400 yr ystafell wely.

	<ul style="list-style-type: none">- byddai angen i'r Cynllun Busnes newydd gynnwys costau cynnal a chadw blynyddol.- roedd y cynlluniau'n barod i'w cyflwyno i'w cymeradwyo gan gynllunio.- byddai gwahanu YHA â'r Annex yn golygu y byddai'n gwella cadernid y prif dŷ <p>Trafododd yr aelodau'r adroddiad yn fanwl a gwneud yr arsylwadau a ganlyn:</p> <ul style="list-style-type: none">- roedd yn bwysig buddsoddi a chadw i fyny gyda'r farchnad dwristiaeth.- roedd yr aelodau o blaid cyflwyno achos dros y cynllun datblygu llety.- cyflwyno adroddiad i'r Pwyllgor Perfformiad ac Adnoddau ar 20 Tachwedd i ofyn am gymeradwyaeth yr Awdurdod i fwrw ymlaen â'r cynnig datblygu. <p>CAM GWEITHREDU: cefnogi'r cynnig a gofyn i'r Pennaeth Busnes gyflwyno adroddiad i'r Pwyllgor Perfformiad ac Adnoddau ar 20fed Tachwedd 2019 yn argymhell bod yr Awdurdod yn bwrw ymlaen â'r cynllun datblygu llety.</p>
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Daeth y cyfarfod i ben am 09.50



BWRDD RHEOLI PLAN TAN Y BWLCH DYDD MERCHER 20fed TACHWEDD 2019	
	<p><u>Presennol:</u></p> <p>Aelodau: Ms. Tracey Evans Mr. Neil Martinson Mr. Emyr Williams Mr. Iwan Jones Mr. Andrew Oughton</p> <p>Yn bresennol: Mr. Owain Wyn (ex-officio)</p> <p>Swyddogion: Mrs Sarah Roberts.</p>
1.	<p>Ymddiheuriadau Cyng. Freya Bentham.</p>
2.	<p>Datgan Budd / Diddordeb Ni wnaed unrhyw ddatganiadau o Fuddiannau Personol mewn perthynas ag unrhyw eitem.</p>
3.	<p>Cadeirydd Etholwyd Mr. Neil Martinson yn Gadeirydd Bwrdd Rheoli Plas Tan y Bwlch. Diolchodd y Cadeirydd i'r Aelodau a'r Swyddogion am eu cefnogaeth.</p>
4.	<p>Cofnodion Derbyniwyd cofnodion Bwrdd Rheoli Plas Tan y Bwlch a gynhaliwyd ar 16 Hydref 2019, a llofnododd y Cadeirydd nhw fel gwir gofnod.</p> <p>Yn codi ar hynny, 5. Cofnod Gweithredu Dywedodd y Pennaeth Busnes nad oedd ef a Ms Tracey Evans wedi cael cyfle i drafod cyllid posibl ond y byddent yn trefnu cyfarfod ym mis Ionawr / Chwefror 2020.</p>

	<p><u>6. Adroddiad Perfformiad</u> Cododd Aelod bryderon nad oedd Aelodau Bwrdd Plas Tan y Bwlch yn derbyn ffigurau mewn pryd. Cadarnhaodd y Pennaeth Busnes, unwaith y byddai'r system archebu / cyllid newydd ar waith, y byddai Aelodau Bwrdd Plas Tan y Bwlch yn cael adroddiadau cliriach ar ffigurau bob mis.</p> <p><u>7. Costau Rhedeg</u> Trafododd yr aelodau ymhellach sefydlu system archebu / cyllid newydd ar gyfer Plas a chadarnhaodd y Pennaeth Busnes fod y gwaith yn mynd allan i dendr wythnos nesaf. Dywedodd y Pennaeth Busnes y byddai'n cwrdd â Chadeirydd Bwrdd Plas Tan y Bwlch i drafod aiddrafftio'r Cynllun Busnes.</p>
<p>5.</p>	<p>Cofnod Gweithredu</p>
	<p>Cyflwynodd y Pennaeth Busnes y Cofnod Gweithredu ac fe ystyriodd yr Aelodau hwn yn fanwl.</p> <p><u>Cyfarfod 14.11.18</u> <u>Gweithred 5: Perfformiad Plas Tan y Bwlch</u> Roedd y cyflwyniad gan swyddog YHA yn gyflawn a gellid tynnu'r elfen hon o'r weithred o'r Cofnod Gweithredu.</p> <p><u>Cyfarfod 05.06.2019</u> <u>Gweithred 8: Datblygiadau'r Dyfodol</u> Roedd yr arian gan Lywodraeth Cymru bellach wedi'i sicrhau felly gallai'r elfen hon o'r gweithredu gael ei thynnu o'r Cofnod Gweithredu.</p> <p><u>Cyfarfod 16.10.19</u> <u>Gweithred 5 : Cofnod Gweithredu</u> Cytunodd y Pennaeth Busnes a Ms Tracey Evans i gwrdd ym mis Ionawr / Chwefror 2020 i drafod cronfeydd grant posibl. Felly, roedd y weithred hon bellach wedi'i chwblhau a gellid ei thynnu o'r Cofnod Gweithredu.</p> <p><u>Gweithred 8: Strwythur Codi Tâl</u> Roedd y weithred hon bellach wedi'i chwblhau a gellid ei thynnu o'r Cofnod Gweithredu.</p> <p><u>Gweithred 9: Datblygiadau'r Dyfodol</u> Roedd y weithred hon bellach wedi'i chwblhau a gellid ei thynnu o'r Cofnod Gweithredu.</p> <p>GWEITHRED:</p> <ol style="list-style-type: none"> 1. nodi'r Cofnod Gweithredu a chael gwared ar y camau gweithredu fel yr amlinellwyd. 2. bod Tracey Evans a'r Pennaeth Busnes yn gweithio gyda'i gilydd yn gynnar yn 2020 i ddod o hyd i gronfeydd grant posib. 3. y Prif Weithredwr i ymchwilio i gronfa 'Buddsoddi i Arbed' Llywodraeth Cymru.
<p>6.</p>	<p>Datblygiadau'r Dyfodol</p>
	<p>Cyflwynodd y Pennaeth Busnes yr adroddiad yn rhoi manylion y datblygiadau arfaethedig yn y dyfodol ym Mhlas Tan y Bwlch.</p> <p>Ystyriodd yr Aelodau a'r Swyddogion yr adroddiad yn fanwl a gwneud y sylwadau a ganlyn:</p>

- bwrw ymlaen â'r datblygiadau fel yr amlinellwyd yn amodol y derbynir ffigurau cliriach / manwl.
- bod y Cynllun Busnes yn cael ei ailddrafftio gan nodi allbynnau penodol ar gyfer Plas.
- sicrhau bod y gwaith arfaethedig yn cael ei reoli i leihau'r risg o unrhyw golled incwm / busnes yn y Plas. Cytunodd y Pennaeth Busnes i ddarparu proffil i Aelodau'r Bwrdd yn nodi sut y bydd y gwaith yn cael ei reoli.
- Trafododd yr Aelodau a'r Swyddogion sut i farchnata Plas a phwysigrwydd presenoldeb ar-lein ac edrych ar y galw am lety yn yr ardal.
- Ystyried ffyrdd o reoli gofynion/disgwyliadau defnyddwyr a allai wrthdaro.
- Ystyriodd yr Aelodau a'r Swyddogion botensial datblygu'r gegin / ardal fwyta yn y Plas i ddarparu ardaloedd bwyta ar wahân i reoli gofynion cwsmeriaid. Cytunodd yr aelodau y dylai Plas gynnig cyfleusterau i ddenu cwsmeriaid.
- Cytunodd Mr. Neil Martinson a Ms Tracey Evans edrych ar ffyrdd i fodlu ffrydiau incwm ar gyfer Plas a byddai Aelodau eraill y Bwrdd hefyd yn cael cyfle i ddarparu mewnbwn maes o law.
- bod plant yn defnyddio'r annecs yn hytrach na'r prif dŷ i leihau traul.
- Cyngorodd swyddogion ar bwysigrwydd cyflwyno'r cais Cynllunio i gadw'r cais am grant yn fyw
- Roedd yr aelodau'n teimlo bod angen i'r prisiau fod yn gliriach a gofynnwyd a oedd cost dylunydd mewnol wedi'i chynnwys ym mhrisio'r datblygiadau arfaethedig. Y Pennaeth Busnes i gadarnhau gyda'r pensaer a yw dylunydd mewnol wedi'i gynnwys yn y gost.
- cyflwyno adroddiad i'r Awdurdod i'w argymhell os yw costau adnewyddu yn fwy na'r disgwyl.
- bod adroddiad cynnydd yn cael ei gyflwyno i'r Pwyllgor Perfformiad ac Adnoddau ar sail reolaidd.

GWEITHRED:

1. nodi'r adroddiad.
2. bwrw ymlaen â'r datblygiadau fel yr amlinellwyd yn yr adroddiad fel blaenoriaeth.
3. cyflwyno adroddiad pellach i gyfarfod mis Chwefror.

Daeth y cyfarfod i ben am 15.00



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 5th FEBRUARY 2020**

	<p><u>Present:</u></p> <p>Members: Cllr. Freya Bentham Ms. Tracey Evans Mr. Emyr Williams Mr. Iwan Jones Mr. Andrew Oughton</p> <p>In attendance: Cllr. Wyn E. Jones (ex-officio) Mr. Owain Wyn (ex-officio)</p> <p>Officers: Mrs Sarah Roberts.</p>
1.	Apologies
	Mr. Neil Martinson.
2.	Declarations of Interest
	No declarations of Personal Interests were made in respect of any item.
3.	Chairman
	In the absence of Mr. Neil Martinson, The Director of Corporate Services, Mr. Iwan Jones, was elected as Chair of the Plas Tan y Bwlch Management Board for this meeting only.
4.	Minutes
	<p>Subject to noting that Tracey Evans had advised the Head of Business to contact Mantell Gwynedd to seek funding, the minutes of the Plas Tan y Bwlch Management Board held on the 20th November 2019 were accepted, and the Chairman signed them as a true record.</p> <p>Arising thereon,</p> <p><u>4. Minutes</u> <u>Performance Report</u></p> <p>A Member asked for an update on the new booking/finance system. The Head of Business advised that the tenders received were higher than expected and the work had gone out to tender once again to obtain revised figures in order to receive value for money.</p>

<p>5.</p>	<p>Action Log</p> <p>The Head of Business presented the Action Log which Members considered in detail.</p> <p><u>Meeting 14.11.18</u> <u>Action 5: Plas Tan y Bwlch Performance</u> Although the work on the new booking/finance system had not been completed, it could be removed from the Action Log as a new action had been created.</p> <p><u>Meeting 20.11.19</u> <u>Action 6: Future Developments</u> This action was now complete and could be removed from the Action Log.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. to note the Action Log and to remove the actions as outlined. 2. to await a report by the Head of Information Systems to outline the timetable for implementing the new booking/finance system.
<p>6.</p>	<p>Finance Update</p> <p>The Head of Business presented the report to provide details of the Centres performance and forecasts outturn. The Head of Business outlined the main points and advised that the position had remained unchanged since the last report.</p> <p>Members and Officers considered the report in detail and made the following observations:</p> <ul style="list-style-type: none"> - Members asked for a further explanation on figures. - Members and Officers discussed the figures in detail and agreed that the table in Appendix 3 showed a true reflection of figures at the start but noted concerns that all the figures were in deficit at the end of the financial year. - the Head of Business advised that the information is currently inputted manually into the spreadsheet which makes it a long process. - Members and Officers discussed whether the projected income from courses was rather over optimistic and the negative impact this had on actuals and the end of year figures. - Members expressed frustration at the poor standard of the reports at each meeting and asked that future reports show the average business over a period of three years and that any new business is highlighted/marked clearly in the table. - Members and Officers agreed that figures needed to be realistic and that future reports provide an explanation on the figures e.g. to indicate when a booking had been cancelled and when figures are less than the forecasted etc. - Members asked whether further bookings were encouraged in the event of cancellations and felt every effort should be made to fill any vacant rooms. - the Chief Executive advised that the Head of Finance had now set a realistic budget for Plas which should mean that targets are met next year but if targets were still not being met it would then be looked into further. - the Head of Business advised that Plas had minimal presence online and the difficulties in taking online bookings due to Plas being part of the Authority's website. <p>- Members and Officers discussed the low uptake on current courses and</p>

	<p>agreed there was an opportunity to look at providing new courses/events at Plas e.g. Mindfulness/Meditation.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. to note the report. 2. The Head of Business to provide clearer reporting on figures. 3. To await a further report to the next Plas Tan y Bwlch Management Board Meeting.
7.	<p>Future Developments</p>
	<p>The Head of Business presented the report, detailing the proposed works and the proposed timetable for the developments. The Head of Business outlined the main points and provided Members with the background.</p> <p>Members and Officers considered the report and Appendix 1 in detail and made the following observations:</p> <ul style="list-style-type: none"> - Members and Officers considered the proposed timetable for the redevelopment work. - concerns were raised that if there was a slippage in the timetable it could pose a risk to the grant money and therefore increase the likelihood of the work being carried out during the busier months. Members and Officers discussed further implications such as additional costs should the builder be required to make return visits etc. - The Head of Business advised that the Architect was to revise the plans for the dining area in order to provide further seating for customers and discussions were currently being held regarding the possibility of also making use of the Oakley room. - Members and Officers considered Appendix 1 in detail and agreed that two distinct skills sets were required for the role. A Member asked whether it was an option to fill the vacancy in house? The Head of Business advised that this would not be possible due to staff workloads. - Members considered whether the emphasis should be on appointing a business consultant rather than a project manager. Members agreed that appointing an organisation would be more beneficial to meet the requirements of the post. Members and Officers discussed the importance of ensuring who would be responsible for different areas/aspects of the work before any work commences. The Head of Business advised that an officers group would be created to manage the work appropriately. - It was important that the persons appointed work together and are consistent to secure the future of Plas. - Members and Officers discussed the importance of attracting new business as the uptake on current courses was decreasing. It was agreed that the core business was not sufficient to cover costs but any new business needed to be balanced against the core business. - A member asked whether there was an opportunity to take advantage of the recently developed school curriculum and perhaps look at offering mountain biking weekends etc. The Head of Business advised that he had met with the Manager of the Coed y Brenin Mountain Biking Centre who was keen to work with Plas once the bunkhouse was up and running.

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| | <ul style="list-style-type: none">- Members felt it was necessary to go with the current tourism market e.g. outdoor tourism and to look at internal skills/audit/capacity etc. to move Plas forward for the future. |
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ACTION:

1. to note the report.
2. to agree the brief for the role of Project Manager.

The meeting ended at 15.00



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 1st JULY 2020**

	<p><u>Present:</u></p> <p>Members: Cllr. Freya Bentham Mr. Neil Martinson (Chairman) Ms. Tracey Evans Mr. Emyr Williams Mr. Iwan Jones Mr. Andrew Oughton</p> <p>In attendance (ex officio): Cllr. Wyn Ellis Jones Mr. Owain Wyn</p> <p>Officers: Mr. Dafydd Edwards, Mr. Emyr Roberts, Mrs. Jo Worrall, Mrs Anwen Gaffey, Mrs Sarah Roberts.</p>
1.	<p>Apologies</p> <p>No apologies were received.</p>
2.	<p>Declaration of Interest</p> <p>Mr. A. Oughton declared an interest in Item 5 on the Agenda and left the meeting while the matter was being discussed.</p>
3.	<p>Minutes</p> <p>The minutes of the Plas Tan y Bwlch Management Board held on the 5th February 2020 were accepted, and the Chairman signed them as a true record.</p>
4.	<p>Future Business</p> <p>The Director of Corporate Services advised that the Management Board were being asked to discuss and agree options for the future of Plas Tan y Bwlch which would then be presented to the Authority meeting on the 15th July 2020.</p> <p>The Head of Business presented his report outlining details of future business potential and options. He advised that the Welsh Government had not given a date for businesses which provide residential accommodation, such as Plas, to re-open, although Visit Wales had suggested that bookings could be taken from 26th September 2020 onwards.</p>

	<p>The Head of Business confirmed he had very recently received the Welsh Government guidance for “<i>Tourism and hospitality businesses: guidance for a phased reopening</i>” and following a brief look at the document, advised that it placed onerous requirements on businesses.</p> <p>Members and Officers discussed potential future business opportunities and considered each area of work in detail. Members also discussed the anticipated 75% drop in income for 2020/21 as well as the anticipated 50% reduction in course income for 2021/2022.</p> <p>Arising thereon,</p> <ul style="list-style-type: none"> - the Head of Business was asked how confident he was that Plas could achieve 50% of course income in 2021/2022. He advised that the figures provided were based on business forecasts from Easter 2021 onwards, when group bookings were expected to return to normal levels but with a reduction in future course attendance. - the additional cost of meeting Welsh Government guidance requirements was also discussed. There had been no indication from the Welsh Government that the 2-metre social distancing restrictions would be relaxed and this created capacity problems at Plas. The Centre had a maximum number of 23 en-suite bedrooms available, the Annex could no longer be used, and the dining room would only be able to cater for approximately 20 guests. - the proposed redevelopment was discussed and Members were advised that the funding was in place and the tender process underway. The Head of Business confirmed that he was awaiting notification from the Welsh Government on the planning application which was expected today. Members and Officers agreed that some aspects of the redevelopment, such as the hostel accommodation and the luxury bedroom proposal were areas that needed to be reconsidered if the work was to proceed. - the Head of Business confirmed that the architect had estimated a timescale of 12 weeks from start to finish to complete the building works and refurbishment. <p>RESOLVED to note the report, for information.</p>
5.	<p>Report on Estimated Cost of options relating to Plas Tan y Bwlch</p>
	<p>The Director of Corporate Services presented the report, for consideration in conjunction with the report by the Head of Business on future income. The reports will provide the Board with information to form recommendations to the Authority on the future of Plas Tan y Bwlch.</p> <p>Members and Officers considered the report and made the following observations:</p> <ul style="list-style-type: none"> – Members discussed how Plas Tan y Bwlch had failed to reach its income target over the last five years and also noted the projected net deficit over the next two years, based on the current business model. – the Board was advised that the Authority was still awaiting confirmation from the Welsh Government as to whether they would provide financial assistance to cover some or all of the loss in commercial income. – Members discussed in detail whether to recommend that the Authority should proceed with the proposed redevelopment and whether the Welsh

Government Grant of £229,000 would be under risk of clawback at a future date.

- the Board asked Officers to seek reassurance that the Welsh Government would be flexible should the Authority decide to repurpose Plas Tan y Bwlch at some future date.
- Members were of the opinion that this was an opportunity to undertake the redevelopment work, and increase the value of the building. It made business sense and would also allow the Authority to change the business model as it stands, and reassess the skills-set needed in Plas for the future. Continuing with the redevelopment would also safeguard the Grade II listed building.
- the Board discussed a number of options for the future which included:-
 - continuing with the business model as it is and also at a much reduced level.
 - mothballing the Centre until the end of the pandemic.
 - reconfiguring the house for bed and breakfast guests to take advantage of the anticipated increase in UK residents taking holidays at home.
- the Head of Finance provided details of current income streams, which include rent from a chalet and a mast located in the grounds, income from the Hydro Scheme, internal recharges and based on a price of £65 per night for bed and breakfast guests, with a much reduced business model, could potentially allow the Centre to break even. These estimates did not include the additional costs of sanitisers, screens, PPE etc., to minimise the risk of Covid at the Centre.
- Members noted that although Plas Tan y Bwlch had funding until the end of March 2021 this was on the basis of Plas generating income at pre Covid-19 levels. Accordingly, if the application for additional funding was not a success there would be a need to utilise reserves. Given the above, the Board were in general support of establishing a simplified business model which would feed into the Authority's agenda for working with young people and volunteers.
- the Board agreed that under the current circumstances and considering the number of staff who could be affected, the Authority should start the process of formal consultation with the staff and Trade Unions on the future of the Centre.
- the Chief Finance Officer referred to the figures in tables 2 and 3 of the report which reinforced the need for the Authority to re-evaluate the future of Plas Tan y Bwlch. He felt that this was not the time to consider disposing of any assets and that a partial mothballing would allow Plas to continue to operate. Also, whilst renovations were being carried out, this would provide security for the Grade II Listed Building. He felt the Welsh Government grant was quite generous providing there were no strict conditions attached.
- Members considered that Plas Tan y Bwlch, which supported the Authority's second purpose, was not making good use of resources. The Centre had cost the Authority over £1.5 million over the past 6 years.
- Members were happy to consider a variety of different options for the Centre, but were agreed that the current business model had run its course.
- the Board were concerned that over a number of years, Plas Tan y Bwlch minutes have recorded over ambitious promises and under delivery, and that the reports were never sufficiently detailed for the Board to make informed decisions.

- the National Park as an Authority, does not have the expertise to succeed in the hotel business sector. Successful hotel businesses are generally part of larger groups rather than independent entities.
- Members discussed the future income for Local Authorities, which more than likely would be reduced, and considered how much Plas Tan y Bwlch contributes towards the Authority's second purpose and that primarily it was draining resources from other activities.
- Members were asked to consider whether they would be prepared to invest their own money in Plas Tan y Bwlch, bearing in mind that it was likely that revenue would also decrease.
- the Board agreed that the current position was not sustainable and that the 3 month consultation period would allow time for the Authority to decide how to proceed in the medium-term.

RESOLVED

- 1. subject to confirming Welsh Government flexibility regarding use of the grant, to recommend that the Authority should continue with the proposed redevelopment works over the summer months.**
- 2. to recommend that the Authority should begin the formal consultation process with staff and Trade Unions on the future of Plas Tan y Bwlch.**
- 3. to advise the Authority that a report outlining different business models and alternative ways forward for Plas Tan y Bwlch would be presented to the Authority's meeting on the 23rd September 2020.**
- 4. if feasible, to establish a simplified business model for Plas Tan y Bwlch in the short term.**

The meeting ended at 15:40



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 19th AUGUST 2020**

	<p><u>Present:</u></p> <p>Members: Mr. Neil Martinson (Chairman) Ms. Tracey Evans Mr. Emyr Williams Mr. Iwan Jones Mr. Andrew Oughton</p> <p>In attendance (ex officio): Cllr. Elwyn Edwards, Cllr. Alwyn Gruffydd, Cllr. Wyn Ellis Jones Mr. Owain Wyn</p> <p>Officers: Mr. Dafydd Edwards, Mrs. Jo Worrall, Ms. Bethan Hughes, Mrs Sarah Roberts.</p>
1.	<p><u>Apologies</u></p> <p>Cllr. Freya Bentham.</p>
2.	<p><u>Declaration of Interest</u></p> <p>Mr. A. Oughton declared an interest in Item 6 on the Agenda and left the meeting while the matter was being discussed. Mrs S. Roberts declared an interest in Item 5 on the Agenda but remained in the meeting whilst the matter was being discussed.</p>
3.	<p><u>Minutes</u></p> <p>The minutes of the Plas Tan y Bwlch Management Board held on the 1st July 2020 were accepted, and the Chairman signed them as a true record.</p> <p>Arising thereon, <u>Item 4. Future Business</u> A Member asked why Plas had not been able to re-open to provide accommodation and felt this was a missed opportunity as it was almost impossible to book accommodation in the area up until October 2020. The Head of Business advised that following a costing exercise it was not cost effective to re-open the tea room or provide B&B accommodation, also not enough income could be generated to justify removing staff from the furlough scheme. <u>Item 5 – Report on Estimated Cost of Options relating to Plas Tan y Bwlch</u></p>

	<p>The Chief Executive confirmed that the Welsh Government were flexible with the grant even if the Authority agreed to establish a partnership with another Organisation but advised that the Authority would not authorise the investment at present.</p> <p>The Head of Business confirmed that planning permission had been granted for the redevelopment work on the Main House and the Wing. The Director of Corporate Services advised that the tenders for the redevelopment work had come back at a higher cost than anticipated but that the architect was confident that a significant amount of the work could be carried out within the grant funding.</p> <p>Members discussed whether the timescale for the tenders could be extended for a further period to allow more time. The Director of Corporate Services advised that a decision had not been made due to discussions that were taking place with potential partners etc.</p>
4.	<p>Staff Responses to the Formal Consultation on the Future of Plas Tan y Bwlch</p>
	<p>The Head of Personnel presented the report to Members of the Board and provided a background to Members. The Head of Personnel thanked the staff at Plas Tan Y Bwlch for forwarding their comments and to the translators for working within a very tight deadline. The Head of Personnel asked Members to note the contents of Appendix 1 and provided Members with an outline of staff comments received.</p> <p>Members and Officers discussed the report in detail and made the following observations:</p> <ul style="list-style-type: none"> - to thank the staff for submitting their responses in what were very difficult circumstances. - Members raised concerns over the health and wellbeing of staff. The Head of Business advised that the health and wellbeing of each member of staff was a significant concern and that he was keeping in regular contact with the staff. - a Member was concerned that some of the responses received by staff may have been amended. The Chief Executive and the Head of Personnel both confirmed that the responses were as received from staff. Officers agreed to look into the matter further. - Members felt that Plas had not been given adequate attention over a number of years. - Members were concerned at the low number of schools attending Plas considering there were 1,300 schools in Wales, members discussed whether Plas was marketed effectively in order to encourage more schools to make use of the Centre. Members also discussed whether some form of evaluation of the education provision at Plas had been undertaken. The Chief Executive felt that finding a suitable way to engage with the Donaldson report was something that should be considered. - Members noted frustration from staff at the sense of neglect felt at Plas and that any ideas to generate additional income had not been given proper consideration. - Members agreed that there were too many conflicts of use at Plas. - Members felt that good engagement with staff was beneficial under such circumstances and that the reasons for not reopening must be communicated to staff in an honest manner. - the Authority does not have the expertise to run a commercial centre, other businesses were much more efficient than the Authority.

	<ul style="list-style-type: none"> - Members and Officers discussed the importance of serving the Authority's purposes and ways in which to achieve them. - Members discussed the income generated from schools and agreed it did not generate a sufficient profit for Plas. <p>RESOLVED to note the comments received from staff.</p>
5.	<p>Scoping of Scenarios/Costings of Different Scenarios for the Future of Plas Tan y Bwlch Business</p>
	<p>The Chief Executive provided Members with the background and advised that the report was an opportunity for Members of the Board to discuss and agree on the options to carry out further work on before making a formal recommendation to the Authority.</p> <p>The Head of Business provided the Board with a further explanation on figures and advised that they were the most current figures.</p> <p>Members and Officers considered the report and each scenario in detail and made the following observations:</p> <ul style="list-style-type: none"> - Members discussed the figures and concerned that they were different to the figures provided in the last report. The Head of Business confirmed that the figures now included staff furlough costs. - Members were concerned how much financial support would be given from the Welsh Government. The Head of Finance confirmed there would be financial support available for the second quarter but advised that there was some uncertainty on the long-term financial situation. - The Director of Corporate Services asked members of the Board to consider the level of risk in which they as Members/as an Authority were willing to take. - Members discussed whether to move forward with the redevelopment work at Plas at present due to ongoing discussion with potential partners etc. - Members and Officers discussed the figures and agreed it was very difficult for the Board to make an informed decision, as the figures provided did not give enough information. - Members and Officers agreed that carrying on with the option of business as usual could make the situation much worse. - In response to a question by Members, the Director of Corporate Services provided a further explanation on Option 2 of the scenarios. - Members discussed the changes in the school curriculum and considered whether Plas would have the capacity to continue with Education as a provision in the future. - Members and Officers agreed that Plas needed to continue to operate in some way for the time being. - Members discussed the options and agreed to carry out further work on Options 2, 3 & 4. <p>RESOLVED</p> <ol style="list-style-type: none"> 1. to note the report. 2. Officers to determine the best way to allow Plas to re-open with reduced cost and activity as soon as possible. 3. Officers to carry out further work on options 2, 3 & 4 and report back to the next meeting of the Plas Tan y Bwlch Board in September.

	<p>4. to await a further report to the next meeting of the Plas Tan y Bwlch Management Board.</p>
<p>6.</p>	<p>Partnership, leasing, rental, disposal option.</p> <p>The Chief Executive advised Members on organisations that had expressed an interest in becoming a partner with the Authority. The Chief Executive had provided each organisation with the relevant financial information on Plas.</p> <p>Members and Officers considered the report and made the following observations:</p> <ul style="list-style-type: none"> - Members discussed potential partners and considered whether a more commercial partner would be a more favourable option. Members and Officers discussed seeking further potential partners so as not to be too limited. - The Chief Executive advised that any potential partner would like to see Plas to continue to operate for a time before forming a potential partnership with the Authority. Members agreed that the Authority should also have an opportunity to look at the accounts/ financial figures of any potential partner. - Members discussed the process for forming a partnership and the possible timescales for such a process. The Chief Executive advised that a scoring matrix would be used for each potential partner but no formal decisions would be made until after the Authority meeting on the 23rd September 2020. - a Member felt that Plas was an iconic building and that keeping the Welsh ethos of such a building was important. - Members felt that income and expenditure figures needed to be clearer. - Members felt it would be beneficial for the Board to arrange a further meeting to discuss the options further before forming any recommendations to the Authority on the future of Plas Tan y Bwlch. - Members discussed how Plas could re-open as soon as possible. - Members asked whether an officer from HQ could take the lead in moving Plas forward in the short term. The Chief Executive advised upon recent discussion with relevant Officers but confirmed that due to other work commitments this was not be possible. <p>RESOLVED</p> <ol style="list-style-type: none"> 1. to note the report. 2. the Chief Executive to continue ongoing discussions with potential partners and to seek a more commercial partner. 3. for Officers and relevant chairs to have ongoing discussions on the way forward. 4. to await a further report to the next meeting of the Plas Tan y Bwlch Management Board.
<p>7.</p>	<p>Conclusions and further work</p> <p>Members agreed that Officers would do further work on options 2, 3 & 4 pending developments on potential partnerships. Arising thereon, if the options outlined were not successful it would then be necessary to move forward with options 5 & 6.</p> <p>Members and Officers agreed that the Plas Tan y Bwlch Management Board should meet in early September before forming recommendations to the Authority.</p>

	<p>RESOLVED:</p> <ol style="list-style-type: none"> 1. for Officers to carry out further work on Options 2, 3 & 4. 2. that a further meeting of the Plas Tan y Bwlch Management Board is arranged in early September before forming recommendations to the Authority on the future of Plas Tan y Bwlch. 3. for Officers to provide clear feedback to staff on the next steps etc. 4. to recommend to the Authority that the redevelopment work should not go ahead at present due to ongoing discussions.
8.	Next Meeting – early September
	The Committee Clerk to arrange a date in early September for the next meeting of the Plas Tan y Bwlch Management Board.

The meeting ended at 11:30



**PLAS TAN Y BWLCH MANAGEMENT BOARD
FRIDAY 11th SEPTEMBER 2020**

	<p><u>Present:</u></p> <p>Members: Mr. Neil Martinson (Chairman) Ms. Tracey Evans Mr. Emyr Williams Mr. Iwan Jones Mr. Andrew Oughton</p> <p>In attendance: Mr. Owain Wyn (ex-officio) Cllr. Alwyn Gruffydd (ex-officio) Cllr. Elwyn Edwards (ex-officio)</p> <p>Officers: Mrs Jo Worrall, Mrs. Anwen Gaffey.</p>
1.	<p>Apologies</p>
	<p>Cllr. Wyn E. Jones; Mr. Dafydd Edwards (Section 151 Officer)</p> <p>Arising thereon, Councillor Alwyn Gruffydd took the opportunity to apologise to the Head of Personnel for raising a series of unnecessary questions at a recent meeting, stating he had been misinformed.</p>
2.	<p>Declaration of Interest</p>
	<p>Mr. Andrew Oughton declared an interest in Item 3 on the Agenda.</p>
3.	<p>Potential Business Case for Commencing B & B type Accommodation at Plas</p>
	<p>The Director of Corporate Services presented the report for Members to formulate recommendations to the Authority on the future of Plas Tan y Bwlch.</p> <p>The Director of Corporate Services advised that he had researched demand for bed and breakfast in the area. Investigations had showed that there was a shortage of such accommodation during school holidays and the shoulder seasons, and in consultation with the Chairman and staff, it was agreed to open Plas Tan y Bwlch on a trial bed and breakfast basis, to establish the level of business in the short term. Members were advised that Plas Tan y Bwlch had, accordingly, opened today and currently had 16 rooms available through Airbnb.</p>

It was also anticipated that the number of rooms available could be increased to 20 by the beginning of 2021, following an upgrade of the three disabled rooms and by converting the Tudor Lounge into bedroom accommodation.

The Director of Corporate Services reported that he was also hopeful that Plas Tan y Bwlch could attract additional business, as a number of large construction projects were about to start in the locality, although it was too soon to include any targets in the report. He had prepared a spreadsheet (Appendix 3) which showed that the B & B business model would, after taking into account projected occupancy rates and staff costs, result in a loss of £15,240, which was still within the Plas Tan y Bwlch budget for 2020/21. Further risks were also highlighted, such as a worsening of the pandemic over the winter months and a possible reduction in people travelling.

The Head of Business confirmed that Airbnb was working well and had resulted in the Centre being 50% booked for the next 10/11 days. Whilst noting the current condition of the building, he hoped that Plas Tan y Bwlch would be able to attract and maintain positive reviews online.

Members considered the report and made the following observations:-

- could this be too little too late? Plas Tan y Bwlch should have been ready to re-open in line with Welsh Government's three weekly reviews and to be prepared for the future - there should be a Post Recovery Plan in place. The Member would forward an example template to the Director of Corporate Services, for possible future use.
- the Chief Executive advised that should there be another lockdown in the next quarter, the Centre could suffer a loss of up to £30k, which was still within the Plas Tan y Bwlch budget. He agreed that the Authority may have lost an opportunity in the short term, but as most of the Centre's staff were on furlough, officers felt it had been necessary to wait until confirmation was received from the Welsh Government that the Authority would be reimbursed for the loss of income at Plas.
- a Member noted concerns that the assumptions made in the business profile were over optimistic and that average room revenue could be lower and result in a greater loss than anticipated in the profile. Officers were asked to prepare different scenarios on room occupancy options in future reports.
- the Director of Corporate Services confirmed that the assumptions made were based on employing permanent staff and did not include seasonal or bought in staff. The position would be re-assessed once officers established what the level of business would be. The case for opening the bar and providing evening meals would also be considered, although packed lunches could be provided with no additional staff costs.
- the Chair of Plas Tan y Bwlch Board was of the opinion that the projections in the report were realistic but was concerned that the listing on Airbnb was underselling Plas, and that it should be amended without delay. Officers should also cross-promote the Airbnb listing with the Authority's main Twitter feed and seek to maximise the benefits of other online travel sites, and possibly discuss how to further promote Plas Tan y Bwlch with Visit Wales.
- the Chair had been impressed with the commitment and passion shown by the staff at a recent meeting.

- the Director of Corporate Services agreed with the points made and confirmed that the listing would be improved and photographs provided showing the bedrooms and the incredible views from the house and gardens.
- the Board agreed not to proceed with the purchase of a new booking system that could support other online booking agents but rather to utilise free tools that are available such as “Free to Book” which integrates all platforms. Other options may also be available, but if not, it is proposed to remain with Airbnb.
- Members agreed that it was important to keep the building open.
- officers should continue to look for new business opportunities and markets and also begin the process of finding long-term partner(s) for Plas.
- in the event of a complete lockdown in future, there was a need to maintain the security of the building and ensure that a caretaker was present on site.
- the new model will require the Authority to work on redundancy options and agree a new staff structure.
- Members thanked officers for the report and stressed that improving the marketing of Plas was now crucial.

RESOLVED

- 1. to note the report.**

- 2. to present a report to the Authority in September:-**
 - to provide an outline of the interim position at Plas and that confirm that providing B & B was the only realistic option going forward.
 - to report that the Centre was now open for B&B business and being promoted through Airbnb.
 - to recommend that a Special Authority Meeting be arranged in October, the date of which to be determined by officers.

- 3. to present a detailed report to the Authority in October:-**
 - to establish a simplified business model, including proposals and an outline of the range of risks in terms of financial implications.
 - to advise on the new staff structure that was to be established as the change in business model requires the Authority to prepare new job descriptions and provide the opportunity for staff to apply for the new posts.
 - to prepare a Plan B in the event of a complete lockdown and loss of business.
 - to include the potential for partnerships going forward in the long term.
 - to establish a process for reviewing the position at Plas.

The meeting ended at 11.05



**PLAS TAN Y BWLCH MANAGEMENT BOARD
FRIDAY 11th SEPTEMBER 2020**

	<p><u>Present:</u></p> <p>Members: Mr. Neil Martinson (Chairman) Ms. Tracey Evans Mr. Emyr Williams Mr. Iwan Jones Mr. Andrew Oughton</p> <p>In attendance: Mr. Owain Wyn (ex-officio) Cllr. Alwyn Gruffydd (ex-officio) Cllr. Elwyn Edwards (ex-officio)</p> <p>Officers: Mrs Jo Worrall, Mrs. Anwen Gaffey.</p>
1.	<p>Apologies</p>
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2.	<p>Declaration of Interest</p>
	<p>Mr. Andrew Oughton declared an interest in Item 3 on the Agenda.</p>
3.	<p>Potential Business Case for Commencing B & B type Accommodation at Plas</p>
	<p>The Director of Corporate Services presented the report for Members to formulate recommendations to the Authority on the future of Plas Tan y Bwlch.</p> <p>The Director of Corporate Services advised that he had researched demand for bed and breakfast in the area. Investigations had showed that there was a shortage of such accommodation during school holidays and the shoulder seasons, and in consultation with the Chairman and staff, it was agreed to open Plas Tan y Bwlch on a trial bed and breakfast basis, to establish the level of business in the short term. Members were advised that Plas Tan y Bwlch had, accordingly, opened today and currently had 16 rooms available through Airbnb.</p>

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The Director of Corporate Services reported that he was also hopeful that Plas Tan y Bwlch could attract additional business, as a number of large construction projects were about to start in the locality, although it was too soon to include any targets in the report. He had prepared a spreadsheet (Appendix 3) which showed that the B & B business model would, after taking into account projected occupancy rates and staff costs, result in a loss of £15,240, which was still within the Plas Tan y Bwlch budget for 2020/21. Further risks were also highlighted, such as a worsening of the pandemic over the winter months and a possible reduction in people travelling.

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Members considered the report and made the following observations:-

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 - to prepare a Plan B in the event of a complete lockdown and loss of business.
 - to include the potential for partnerships going forward in the long term.
 - to establish a process for reviewing the position at Plas.

The meeting ended at 11.05



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 3rd FEBRUARY 2021**

	<p><u>Present:</u></p> <p>Members: Ms. Tracey Evans Cllr. Judith Humphreys Mr. Tim Jones Mr. Emyr Williams Mr. Iwan Jones Ms. Zara Roberts</p> <p>In attendance: Cllr. Wyn Jones (ex-officio)</p> <p>Officers: Mrs. Anwen Gaffey.</p>
1.	<p>Chairman</p> <p>Mr. Tim Jones was elected Chairman of the Plas Tan y Bwlch Board. The Chairman thanked Members for their support.</p>
2.	<p>Apologies</p> <p>No apologies were received.</p>
3.	<p>Declaration of Interest</p> <p>No declarations of Personal Interests were made in respect of any item.</p>
4.	<p>Minutes</p> <p>The Minutes of the Plas Tan y Bwlch Management Board meetings held on the 19th August and 11th September 2020 were accepted, and the Chairman signed them as true records.</p>
5.	<p>House Manager, Plas Tan y Bwlch</p> <p>The Director of Corporate Services introduced Ms. Zara Roberts to the meeting. Zara had recently been appointed to the post of House Manager at Plas Tan y Bwlch, and by virtue of this role, was now a member of the Plas Tan y Bwlch Management Board. Members welcomed the newly appointed House Manager to the meeting.</p>
6.	<p>Plas Tan y Bwlch – Update</p> <p>The Director of Corporate Services provided Members with an oral update. He advised that Plas Tan y Bwlch remained closed and that most of the staff were on furlough until the end of April 2021.</p>

The Director of Corporate Services confirmed that:-

- the losses at Plas Tan y Bwlch were manageable owing to the furlough scheme, although the Authority was enhancing the payments to ensure staff receive 100% of their salaries as well as meeting its pension obligations. Furloughed staff were expected to take their annual leave entitlements during this time so that when the lockdown period ends, Plas will be in a position to re-open to visitors.
- work was continuing on staff re-structuring and amending/limiting working hours. Several members of staff had already accepted redundancy packages, with a number of further redundancies possible. The re-structuring should be completed over the next two months, in time for the re-opening of Plas.
- a number of lessons had been learnt with regard to maintenance of the house during the first lockdown period. Arrangements were now in place for a member of staff to be responsible for opening taps to avoid risks of legionella, to check for leaking pipes etc., and also, essential maintenance work was being carried out, such as upgrading faulty plasterwork to address damp problems and repairing guttering etc. If repairing the guttering does not resolve the damp problems, a contractor will be hired to carry out pointing work etc.
- officers were currently working on re-establishing a web site for Plas Tan y Bwlch. The intention was to set up the website as a micro-site, which will look like a separate site, but will still be part of the Authority's main website. Web-designers were yet to be appointed, but the website would be ready in time for reopening.

Arising thereon, Members and officers discussed the following:-

- the Director of Corporate Services confirmed that the proposed upgrading work was not being progressed at this time as it may not be what future partners wanted, but this was still an option for the future. He stated that the House Manager was confident there was a business case for running Plas Tan y Bwlch as a bed & breakfast facility and that the Authority should invest in the building, rather than the annexe, at this time.
- marketing and website platforms were discussed in detail and whilst Plas was currently being promoted through Airbnb, officers were looking to expand to other systems such as 'booking.com' and 'trivago', which were two of the most popular search engines. It was also intended to make use of social media, such as Facebook/Twitter, which the Authority administers in both Welsh and English, and which would provide a link for potential customers to book directly with Plas. Members agreed that this should be a priority moving forward.
- a Member recommended that Plas Tan y Bwlch should also market itself on Welsh platforms, along with making use of the bilingual pages of Facebook and Twitter. It may also be possible to have an article published in a local paper such as 'Golwg'.
- the House Manager advised that together with the Head of Information Systems, they were working on establishing an electronic booking system which would not be too expensive.
- it was agreed that establishing a marketing plan would be helpful for the Board to assess and agree a future direction for Plas Tan y Bwlch.
- Members and officers discussed the booking fee charged by web platforms such as booking.com, which was believed to be in the region of 50%. In order to address this, the House Manager believed that Plas Tan y Bwlch could easily raise its prices for bed and breakfast, and noted that visitors to Plas benefit from unrivalled views that should be reflected in the price. In addition, Plas Tan y Bwlch had not increased its bed and breakfast rates for many years and charging seasonal rates was long overdue.

	<ul style="list-style-type: none"> - a Member advised that when prices were too reasonable, customers become suspicious. The demand for accommodation in the area often outstrips availability, and more visitors were expected in 2021. There was a need to compare prices with similar businesses in the area and create a realistic pricing structure. The Member also felt there was further potential for Plas to provide more facilities such as a bar, e.bike hire and even hot tubs, to attract customers in the future. - recent feedback on 'TripAdvisor' had suggested that Plas Tan y Bwlch was institutionalised. The House Manager believed that future marketing will be able to address this, as Plas moves away from being an education/study centre and establishes itself as a bed and breakfast business. Meals will be served in the Oakeley Room and in the Library in order to move away from the "canteen" impression and make the most of the building. Also, course pamphlets will be removed from view and improving the standard of the bedrooms and bathrooms should help to change this perception. - Members discussed staff morale and were assured that by the beginning of March, all staff will have been advised of their position and informed of the proposed new business model at Plas. - the Director of Corporate Services advised that it was also intended to produce a questionnaire to establish whether guests wanted an evening meal option, which would be in the form of a bar meal, rather than the 3 course meal option provided in the past, and would still need to be profitable. - as a result of the Covid pandemic, the Director of Corporate Services reminded the Board that the Authority had resolved that Plas Tan y Bwlch should no longer aim to become a 3* Country-house hotel, but rather be run as a guesthouse. Should market demands require a change of direction in the future, it would be a decision for the Board in the first instance and then a matter for the Authority. - the Chief Executive stated that the short term aim was for Plas Tan y Bwlch to become self-sufficient. This would allow the Authority time to assess various options for the future and continue to look for long-term partner(s). If it can be demonstrated that Plas Tan y Bwlch can become a viable business, then this would be a decision for the Authority in the next 18 months to 2 years. - the Board agreed with the above, but noted that National Park purposes would have to be factored into the business model in the medium term. - a Member noted that there were examples of local enterprises which are run for the benefit of their communities, and Plas Tan y Bwlch could learn from them. - Members agreed to a Recovery Plan being put in place for use once the First Minister starts to re-open the tourism sector. A member offered to forward a template to the House Manager, which could be amended for use at Plas Tan y Bwlch. <p>ACTION to note the report and to thank officers for their work.</p>
8.	Date of Next Meeting
	To convene the next meeting of the Plas Tan y Bwlch Management Board on 24 th March 2021.

The meeting ended at 13.50



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 24th MARCH 2021**

	<p><u>Present:</u></p> <p>Members: Ms. Tracey Evans Mr. Tim Jones Mr. Emyr Williams Mr. Iwan Jones Ms. Zara Roberts</p> <p>In attendance: Cllr. Wyn Jones (ex-officio)</p> <p>Officers: Mrs. Sarah Roberts.</p>
1.	<p>Apologies Cllr. Judith Humphreys.</p>
2.	<p>Declaration of Interest No declarations of Personal Interests were made in respect of any item.</p>
3.	<p>Minutes The Minutes of the Plas Tan y Bwlch Management Board meetings held on the 3rd February 2021 were accepted, and the Chairman signed them as a true record.</p>
4.	<p>House Manager's Report Submitted – A Report by the House Manager updating Members on progress. Reported – The House Manager presented the report and outlined the main points. Members considered the report in detail and made the following observations:</p> <ul style="list-style-type: none"> - a Member was interested to see that there was a 'covid market' and felt there would be much demand for accommodation in Snowdonia as people would be taking staycation holidays this year due to the restrictions. - The Director of Corporate Services advised that some local businesses were uncertain regarding increasing prices due to the current situation and asked Members of the Board if they would be happy for prices to remain the same for now and that the Director of Corporate Services and the House Manager assess the situation and increase/decrease prices in line with the market. Members agreed that as marketing and bookings were done digitally this made it much easier to amend than a printed marketing leaflet.

- a Member felt that although prices needed to be competitive it was important to give some flexibility and to avoid any undercutting.
- The Chief Executive felt that as some of the bedrooms were not large enough to allow guests to eat their breakfast this made the options a little more limited. He asked what the triggers for reopening were and whether it was feasible to offer designated dining for only five rooms. If the restrictions/guidelines then changed to allow indoor dining this would allow Plas to let out for example twenty rooms within the guidelines.
- In response to a question from the Chief Executive, the House Manager confirmed that the current guidelines only allowed Self-contained accommodation. She advised that a Risk Assessment had been carried out and there were no concerns of maintaining a one-way system throughout the building, but felt that the rooms were not currently up to an acceptable standard to serve breakfast in.
- Members discussed whether the option of using only five rooms with designated dining rather than being self-contained would be feasible and robust enough. The House Manager confirmed that it was possible but unsure as to whether it would bring sufficient income. Another option was to offer slots for breakfast but again this would mean additional hours for kitchen staff in terms of cleaning in between guests and setting tables after each guest etc.
- Members and Officers discussed the option of offering an evening meal and whether it would bring in enough income. The House Manager advised that the extension of Furlough had made it possible to offer an evening meal and that Group bookings in the past had indicated there was demand for an evening meal, but she was unsure how much additional income this would generate. Members agreed it was best to follow demand before considering offering an evening meal.
- a Member felt there was potential to sell rooms as a Half Board package as Officers would know how much income it would bring in and due to the restrictions, many customers/guests may be more comfortable dining in separate rooms. The Director of Corporate Services suggested that the family rooms could be used as twin rooms temporarily and each room could be given a designated dining room.
- The House Manager advised that she was uncertain how breakfast could be served under the current guidelines. Members further discussed the option of allocated slots to serve breakfast. The Chief Executive advised that he was due to meet with Visit Wales the following day and asked the House Manager to forward any questions to him. The Director of Corporate Services advised that it would be best to await the response from Visit Wales before making any final decisions. The Board agreed for The Chief Executive and the House Manager to decide on the way forward following guidance received by Visit Wales.
- The Chief Executive advised that all hotels would be able to reopen during May when communal dining would be allowed with social distancing guidelines still in place. The House Manager confirmed that as this had been tried out in September, a Risk Assessment was already in place therefore they were confident this could be done to a good standard.
- The House Manager advised that they needed to be clear before reopening to avoid breaking covid regulations and receiving bad reviews. Members agreed it was best to avoid doing anything if there was any uncertainty with regards to the safety of guests.
- The House Manager advised that bookings due to take place in March/April had now been rebooked for May/June/July when guidelines allow the use of shared facilities etc.

- a Member felt there was potential to attract more bookings for weddings due to the fact it was incredibly difficult to secure a venue and that many weddings had been postponed because of the Pandemic.
- In response to a question from the Chief Executive, the House Manager advised that to alter the perception of Plas, they were in the process of replacing the carpets in the hallway and on the stairs. Also, the Oakley room and Library would now be used as dining areas rather than the canteen to try and create the feeling of a country house rather than an Institution.
- The House Manager advised on money received from the Friends of Plas Tan y Bwlch to improve the gardens and that she had also enquired for funding towards buying some new mattresses.
- In response to a question, The House Manager confirmed that the cost of producing marketing leaflets had now gone.
- The Chief Executive asked whether there was a contingency plan in place should the current staff decide to leave. The House Manager agreed there was a risk that current staff may leave to find more secure posts and advised there was no plan in place at present. The Director of Corporate Services advised that he was not too concerned regarding weddings and similar large events as outside caterers could be used but advised that the Furlough scheme had now been extended and the redundancy offer had been withdrawn which allowed the current kitchen staff to keep their posts and to secure the posts for the future. Also, the extension to the Furlough Scheme allowed time to postpone any changes to the Staff structure and provided flexibility to assess the need etc. but advised there was a further risk once the Furlough scheme came to an end.
- The Director of Corporate Services advised that discussion would be held with staff to see what their intentions were and should many of the staff decide to leave then any posts would need to be advertised as soon as possible. The House Manager and the Director of Corporate Services advised the Board that there was no certainty at present.
- Members further discussed the risk of current staff leaving and the option of a catering contract. Members felt it was best to have a catering contract in place to manage any short-term risks and felt there should be a contingency plan in place for the long term should the present staff decide to resign.
- a Member felt that as many people would be looking for work due to the pandemic, perhaps this was an opportunity to appoint staff with different skills set to go with the business at Plas Tan y Bwlch.
- a Member felt it was important to make use of local catering contractors where possible and the House Manager asked Members to forward any contacts/names of catering contractors to her.
- Members discussed the Marketing Plan for Plas and the House Manager updated the Board on the new booking system and advised that 'Q Book' was the best option as this could be upgraded when necessary and linked into other booking sites e.g., booking.com, trivago etc. The Director of Corporate Services advised that more use would be made of other booking sites to broaden/expand from Airbnb to attract a different clientele. The House Manager was confident that using sites such as booking.com would attract a different market to stay at Plas. Also, guests would still be able to make telephone bookings, and this was something that would be promoted.
- Members discussed the Marketing budget and the House Manager confirmed that the budget was adequate.
- Members further discussed the potential of using Plas as a wedding venue and the House Manager advised that if the necessary renovation work could be done at Plas then she was confident it could be used for weddings in the future.

	<ul style="list-style-type: none"> - a Member asked what the costs were for the proposed renovation works. The Director of Corporate Services confirmed that there was funding available from the Welsh Government but advised that this would not be used for any external work and advised that further discussions would need to take place on ways to invest money in the future. - The Director of Corporate Services advised that there was potential to use the annex as a hostel in the future once work had been completed on the building. - Members asked for an update on costs to renovate the building by the next meeting of the Plas Tan y Bwlch Board. <p>The Chair on behalf of the Board thanked the House Manager for her comprehensive report.</p> <p>ACTION:</p> <ol style="list-style-type: none"> 1. to note the report. 2. for the Director of Corporate Services and the House Manager to assess the situation and decrease/increase prices in line with demand. 3. the Chief Executive and the House Manager to decide the best way forward following further guidance from Visit Wales. 4. Officers to review the situation and provide Members of the Board with an update on developments.
5.	Date of Next Meeting
	To convene the next meeting of the Plas Tan y Bwlch Board on the 9th June 2021 .

The meeting ended at 15.15



PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 9th JUNE 2021

	<p><u>Present:</u></p> <p>Members: Cllr Judith Humphreys Ms. Tracey Evans</p> <p>Mr. Emyr Williams Mr. Iwan Jones Ms. Zara Roberts</p> <p>In attendance: Cllr. Wyn Jones (ex-officio)</p> <p>Officers: Mrs. Sarah Roberts.</p>
1.	<p>Chairman</p> <p>Mr. Tim Jones was elected Chairman of the Plas Tan y Bwlch Board.</p> <p>In the absence of the newly elected chair, the Director of Corporate Services was elected as Chairman for this meeting only.</p>
2.	<p>Apologies</p> <p>Cllr Annwen Hughes (ex-officio), Mr Tim Jones.</p>
3.	<p>Declaration of Interest</p> <p>No declarations of Personal Interests were made in respect of any item.</p>
4.	<p>Minutes</p> <p>The Minutes of the Plas Tan y Bwlch Management Board meeting held on the 24th March 2021 were accepted, and the Chairman signed them as a true record.</p> <p>Arising thereon,</p> <p><u>5. The House Manager's Report</u></p> <p>The Chief Executive advised that following discussions with Visit Wales regarding partially reopening Plas Tan y Bwlch, it was decided to follow general guidelines and follow the market on reopening. The Director of Corporate Services advised that it was important to fully comply with the rules/guidelines.</p>

	<p>A Member asked for an update on the potential for holding weddings at Plas. The Director of Corporate Services advised that an update would be provided in the meeting on the current situation regarding weddings.</p>
5.	<p>Plas Tan y Bwlch Update</p>
	<p>Submitted – A Report by the House Manager updating Members on progress.</p> <p>Reported – The House Manager presented the report and outlined the main points. Members were advised that Plas had been extremely busy since reopening. Members noted that a cook had not been appointed to date. The House Manager advised that the Head of Personnel had contacted local colleges/Indeed etc to try and fill the posts and that she was awaiting an update on the situation in the next few days.</p> <p>Members discussed the report in detail and made the following observations:</p> <ul style="list-style-type: none"> - In response to a question, the Chief Executive confirmed the Authority was already registered with the Kickstart scheme and advised it would be possible to ask the Head of Personnel to include Plas Tan y Bwlch. - the House Manager advised on the difficulties in appointing staff and was aware that many establishments were facing the same problems. - the Director of Corporate Services advised that there was currently only one cook which limited the offer of breakfast to only five days a week with another cook currently on sick leave. The Board were advised that a questionnaire had been circulated to guests to establish the need/demand for an evening meal which would give Plas a clearer picture on whether to offer an evening meal if resources allow. - the Director of Corporate Services advised that any newly appointed staff would not be eligible for the Furlough Scheme and there was also a risk that the current staff could try for other post once the Scheme comes to an end. - In response to a question, the House Manager advised that the pay rate was competitive with the private sector. - The House Manager advised that only one room was not currently up to the expected standard and advised that the annex was currently not being let out due to the condition of the rooms. - The House Manager advised that Plas Tan y Bwlch had received many positive reviews with only a few negative reviews regarding the showers. The Board were advised that new shower heads and valves had now been purchased which should avoid further negative reviews. - The Director of Corporate Services informed the Board that a significant sum of money had been invested on a new heating system for Plas and expert advice had been sought on the way forward. The Director of Corporate Services advised that it would be best to seek further expert advice from heating specialists and would ask the Head of Property to contact the company. - The House Manager confirmed that there had been much demand in the two weeks since reopening and advised that a more detailed report on income and expenditure would be provided to Members of the Board at the next meeting of the Plas Tan y Bwlch Board. - In response to a question from a Member, the House Manager advised that the posts were advertised on the Authority's Website, Social media sites and on Indeed. Members noted that due to little response, the post for a new

cook had now been extended from sixteen hours to twenty-five hours per week and the job description would be amended to enable candidates with experience to apply for the position. The House Manager advised that the closing date would need to be extended to allow time to make necessary amendments to the Job Description and she would discuss the matter with the Head of Personnel.

- The Director of Corporate Services advised that any amendments to the Job Description would need to be presented to the Management Team for approval.
- The House Manager confirmed that the new booking system would be going live in the next week or so. This would allow Plas to have access to a wider market and would link into other booking sites e.g. Booking.com, Trivago, Expedia, Airbnb etc. Guests would also receive a bilingual welcome pack when making a booking. The Director of Corporate Services advised that the booking system had been unable to go live sooner so that last minute amendments could be made to the system due to the current staffing situation.
- The House Manager advised that no breakfast would be available on Sunday 20th June due to staff shortages. The Board discussed various options and felt it was best to advise guests that a cooked breakfast would not be available on that day but agreed that serving a continental breakfast with waitress service would be an appropriate alternative.
- a Member asked whether using outside caterers would be an option should staffing issues continue to be a problem. The House Manager confirmed that she had approached many local outside caterers, but they were fully booked for the year, and she had also contacted caterers in the Liverpool/Chester area and was awaiting a response.
- The House Manager was confident that bookings would increase once the new booking system was up and running and advised that Plas was busy up until October.
- a Member asked whether it would be a good idea to prepare a response for the media in the event that the Authority was approached regarding Plas Tan y Bwlch now being used as a B&B facility rather than an Education Centre. The House Manager advised that she had prepared an article for the Authority's newsletter explaining the facilities Plas Tan y Bwlch now has to offer.
- In response to a question from a Member, the House Manager confirmed that the current financial figures for Plas were looking promising but as it had only been two weeks since reopening, more detailed figures were not available. The Board were encouraged that Plas Tan y Bwlch was doing well but recognised that staffing issues were a significant problem.
- The House Manager also advised that it was possible for Tutors to make use of the rooms at Plas to hold lectures but that staff at Plas Tan y Bwlch would not be responsible for any arrangements.

The Chair and Members of the Board congratulated the House Manager on the progress made to date.

ACTION:

- 1. to note the report.**
- 2. the Head of Property to seek further expert advice on the new heating system for Plas Tan y Bwlch.**

	3. the House Manager to provide Members of the Board with income figures at the next meeting of the Plas Tan y Bwlch Board Meeting.
5.	Date of Next Meeting
	To convene the next meeting of the Plas Tan y Bwlch Board on the 13th October 2021.

The meeting ended at 15.00



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 13th OCTOBER 2021**

	<p><u>Present:</u></p> <p>Members: Mr. Tim Jones (Chairman) Ms. Tracey Evans Mr. Emyr Williams Mr. Iwan Jones Ms. Zara Roberts</p> <p>In attendance: Cllr. Wyn Ellis Jones (ex-officio)</p> <p>Officers: Mrs. Anwen Gaffey</p>
1.	Chairman
	Mr. Tim Jones was confirmed as Chairman of the Plas Tan y Bwlch Management Board.
2.	Apology
	Councillor Judith Humphreys
3.	Declaration of Interest
	No declarations of Personal Interests were made in respect of any item.
4.	Minutes
	The Minutes of the Plas Tan y Bwlch Management Board meeting held on the 9 th June 2021 were accepted, and the Chairman signed them as a true record.
5.	Plas Tan y Bwlch – Update
	<p>Submitted - An oral report by the House Manager updating Members on progress.</p> <p>Reported - The House Manager apologised for the oral update which arose from problems with the finance system. Members were advised that a new booking system was now in place but, was not yet sufficiently well established for the House Manager to produce a written report. A spreadsheet had been prepared and Members would be provided with a copy following today's meeting.</p> <ul style="list-style-type: none"> – the House Manager reported that Plas Tan y Bwlch had been open for business since 28 May 2021. – staff shortages have had a significant impact on the business. The House Manager had undertaken reception duties alongside the requirements of her own role, which had adversely affected her health. – staff have been asked to work more hours than their contracted hours, which has resulted in further absences due to illness.

- to overcome such absences:-
 - contract cleaners were hired to cover cleaning staff absences. The situation had now improved, and contract cleaners were no longer required, although they were available should a problem arise again in the future.
 - the 'cook' vacancy has now been filled and has resulted in very positive reviews.
 - as reception/administration staff hours were inadequate, and in order to provide stability, a new administration post has been created and an appointment made. The post-holder will be starting work next week and this will release the House Manager to concentrate on the more integral parts of her role.
- unfortunately, some staffing issues remain - the four waitresses employed during the summer months all now having returned to their Universities.
- the House Manager took the opportunity to thank Aled Lloyd and Marion Chapman, both staff from Head Office in Penrhyndeudraeth, for stepping in to help their colleagues at Plas. This has been very positive and had boosted morale.
- Plas Tan y Bwlch has experienced high occupancy levels throughout the summer and has reached its target, although this has now been raised further in order to cover the cost of the increased staffing levels.
- the failure to provide evening meals has resulted in loss of business and the feasibility of offering this service will need further consideration.
- overall, feedback from the guests has been positive, especially with regard to the staff.
- in response to a question, the Director of Corporate Services confirmed that staff at Plas Tan y Bwlch work annualised hours contracts. He advised that in the past, some staff, who had amassed very large balances, were reimbursed.
- the Director of Corporate Services agreed that the House Manager was working under significant pressure and that some staff, who have worked at the Centre for many years, had experienced difficulties adapting to the temporary re-purposing of Plas, the restructure and the House Manager's role.
- the House Manager then outlined infrastructure problems as follows:-
 - it had been necessary to close a number of bedrooms due to damp problems. These were rooms which were normally unaffected by damp and includes the chalet. Guest reviews of the bedrooms have noted that the accommodation was not up to standard, and in order to avoid further poor reviews, the House Manager took the decision not to use any of these rooms until the damp problems are resolved
 - the House Manager advised that some of the sash windows were broken and were a safety risk. In order to avoid any possible accidents, the windows had now been fastened shut.
 - high maintenance bills were a concern. The hot water system was still not working properly, resulting in having to call out an engineer up to three times in a week, which was proving very costly.
 - high energy bills, which seem to be issued from three separate suppliers, were also a concern. The Director of Corporate Services confirmed that it was recently agreed that the Head of Property would

now be responsible for paying all of the Authority's utility bills in order to calculate the Authority's carbon footprint. The Director of Corporate Services will ask the Head of Property to investigate why there appears to be three different utility providers and report back to the next meeting of the Plas Tan y Bwlch Board.

- work on the annex remained outstanding with plastering work still awaited.
 - that a meeting was being convened between the Director of Corporate Services, the Property Service and the House Manager to review the issues outlined above without delay.
- in response to a question, the Director of Corporate Services reported that the decision not to spend the £250k on upgrading the bedrooms at Plas had been justified as it has now become evident that with the problems that have subsequently emerged, any work carried out would have been greatly impacted by the damp problems now showing.
- Members agreed that it was the role of the Property Service to engage contractors to carry out work at Plas Tan y Bwlch.
- the Board agreed that the Head of Property should engage a surveyor, with immediate effect, to assess the position and prepare an action plan to address the above issues, as the fabric of the house was deteriorating.
- it was agreed that the structure of the building needed to be addressed before investing in the internal building.
- future bookings were then discussed in detail:-
- the House Manager advised that whilst occupancy levels had been high, there had been some issues with double bookings due to problems with the new booking system. This had been temporarily resolved by removing Airbnb from the system.
 - Members were provided with the income and expenditure figures during the meeting. The House Manager gave an explanation of the figures and agreed to circulate a copy to Members.
 - Members of the Board noted that the figures did not include Group Bookings. The House Manager advised that Red Bull had generated an income of £13,000 but they had, unfortunately, caused a significant amount of damage and were issued with a bill of £8,000 to cover the cost of repairs etc. Following their stay at Plas, a deep clean had been necessary to ensure that the accommodation was ready for other guests.
 - the House Manager advised that Red Bull were intending to return next year but would need to bring their own staff to avoid the same problems occurring again in the future.
 - Members were advised that Day meetings were not included in the figures due to insufficient time to prepare the invoices.
 - the House Manager was happy to report that the income target had been met during Covid-19 and at a time when energy prices had increased significantly.
 - the House Manager further explained that this was on the basis of projected future income to the end of March 2022.
 - Members were advised that Schools/Courses wanted to return to Plas next year and had enquired about the availability of an evening meal, which had been provided in previous years.

- in response to a question from the Director of Corporate Services, the House Manager confirmed that they were not expecting an Education Officer to lead the group and were planning to work with the Warden Service as a possible option, taking groups on walking trips etc. The Chief Executive confirmed there were officers available who could attend at Plas Tan y Bwlch for a few days or for a week at a time as required.
 - the House Manager advised that Plas Dol y Moch had been in contact to enquire whether Plas would be able to accommodate surplus guests during February 2022.
 - Members discussed pricing and agreed it was important to be competitive and to make certain that all costs are covered in order to ensure that Plas was not at a financial loss. Members were in support of a further discussion on prices with Plas Dol y Moch.
 - the Chief Executive advised that it could also be an option to benchmark with Glanllyn to see what prices they charge.
 - the House Manager advised that three weddings have already been booked for 2022 which was promising.
 - the House Manager felt that Plas Tan y Bwlch was not adequately advertised and that this was extremely important in order to attract local people, especially during quieter times.
 - the Director of Corporate Services stated that advertising Sunday lunches in the local newspapers would be an efficient way of promoting Plas to local clientele. Also, would re-opening of the Tea Room and Gardens to the public be an option for next summer? The House Manager confirmed that members of the public had been enquiring about the Tea Room and agreed it was an option to consider for next season.
 - the Chair of the Plas Board felt that having a sound Marketing plan in place would be beneficial in order to make further progress. Members asked whether there was capacity within the Marketing/Engagement section to assist in moving things forward. The House Manager confirmed that a staff member from the Engagement Team was currently at Plas Tan y Bwlch once a week and discussions had taken place regarding promoting Plas in local newspapers etc.
- arising thereon, the Chief Executive asked Members to consider whether it was timely to reconsider the option of forming a partnership with another organisation? Members concluded that it would be better to wait until the year end in order to assess progress but agreed it would be beneficial to consider potential partners and also whether investing in the building should be the Authority's responsibility or that of the potential partners. The Chief Executive felt that Members were eager to retain ownership of the building so that Authority meetings could resume at Plas Tan y Bwlch in due course.
 - Members discussed whether business from Red Bull, Plas Dol y Moch etc., was sufficient to provide a stable business model. A Member felt there were many options, including working with school children/ young people as a priority as well as supporting local businesses.
 - Members agreed there was a lot of potential and asked whether it was an option for Plas to arrange their own courses e.g., yoga/painting classes etc.

- the House Manager advised that a slate group visited Plas Tan y Bwlch annually and were very supportive. They would run the course themselves but would continue to use the facilities at Plas.
- the Director of Corporate Services asked Members to consider the business element and the current condition of the building. It was important that Plas Tan y Bwlch was kept in a good state of repair as it was a Listed Building and needs to be maintained to ensure the reputation of the Authority.
- the Director of Corporate Services advised that the Board should consider what the most viable business options were for Plas to succeed.
- Members agreed it was best to wait until accurate building maintenance figures were obtained before moving forward with any proposals. The Chief Executive advised that there were sufficient reserves for a time to maintain the upkeep of the building.
- the Director of Corporate Services noted that as there was demand for the provision of an evening meal, this would be an option to be considered for next year, but not with the current staffing levels and income would need to be sufficient to cover costs.
- the Chief Executive made the following observations:-
 - it was difficult to assume what the work pattern for Plas would be by next year.
 - it would be necessary to appoint more kitchen staff due to the demand for an evening meal.
 - job advertisements should be sent out in accordance with the Authority's policies and procedures.
- the Chair of the Plas Tan y Bwlch Board asked whether it would be possible to arrange to meet the House Manager on site in due course.
- the House Manager agreed to arrange for the Head of Property to attend the next meeting of the Plas Tan y Bwlch Board.

The Chair and Members of the Board thanked the House Manager for her work and the progress made to date.

ACTION

- **to note the report.**
- **to convene a further meeting of the Plas Tan y Bwlch Board and to invite the Head of Property to present a report to the meeting.**
- **that the Head of Property should engage the services of a surveyor to prepare a condition survey and an action plan on the way forward.**
- **the House Manager to circulate a copy of the Income and Expenditure figures to the Board Members.**

The meeting ended at 15.45



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 24th NOVEMBER 2021**

	<p><u>Present:</u></p> <p>Members: Cllr. Judith Humphreys Mr. Tim Jones (Chairman) Ms. Tracey Evans Mr. Emyr Williams Mr. Iwan Jones Ms. Zara Roberts</p> <p>In attendance: Cllr. Wyn Ellis Jones (ex-officio)</p> <p>Officers: Mr Edward Jones, Mrs. Sarah Roberts.</p>
1.	<p><u>Apology</u></p>
	<p>No apologies were received.</p> <p>Arising thereon, the Director of Corporate Services advised that the Chief Executive and Chair of the Authority would be attending the meeting a little later due to other commitments.</p>
2.	<p><u>Declaration of Interest</u></p>
	<p>No declarations of Personal Interests were made in respect of any item.</p>
3.	<p><u>Minutes</u></p>
	<p>The Minutes of the Plas Tan y Bwlch Management Board meeting held on the 13th October 2021 were accepted, and the Chairman signed them as a true record.</p> <p>Arising thereon,</p> <p><u>5. Plas Tan y Bwlch Update</u> The Head of Property referred to the House Manager's points regarding the heating and hot water systems and advised that the heating consultant who had re-designed the boiler system a few years ago had returned to Plas to see what could be done to resolve the problem. Members of the Board were given the background on Heating and Boiler systems.</p>

The Head of Property advised that as there had been a change in the business model and guests spending more time in their rooms, this had put too much pressure on the current heating system therefore was unable to cope with the demand. The Heating consultant would now need to recalculate the areas of the building that require heating at the same time and would then advise Officers on the way forward, although he had recommended that one of the boilers would possibly need upgrading to increase the capacity to ensure the entire house is heated all day and this would also provide sufficient back up.

A specialist company dealing with the control panels had also been reinstated to provide an annual service on the panels at Plas Tan y Bwlch and the Authority's Headquarters to look out for any hidden problems.

The Chair asked whether it was financially viable to put in a new boiler as the use of the building may change in the future. The Head of Property advised that he was confident it would be a worthwhile investment as it would future proof the building by increasing the heating capacity.

A Member felt it was important/essential to upgrade the heating system as guests had been reimbursed on a few occasions and in response to a question, the Head of Property anticipated the draft report would be available within the next two weeks. The Director of Corporate Services supported the Head of Property's view and advised that if potential partnerships were to be considered in the future it would be more beneficial to offer a building that provided heating throughout and would also be a more modern use of the building.

In response to a question, The House Manager confirmed that problems with the heating system may affect some of the bookings made over the Christmas period as some of the rooms would not have sufficient heating/hot water but as the guests had previously stayed at Plas Tan y Bwlch they were aware of the situation.

4. Plas Financial Overview

Submitted – A report by the House Manager providing the financial overview for Plas Tan y Bwlch.

Reported - The House Manager presented the report and the appendix, outlined the main points, and provided Members with a further explanation on the figures.

The House Manager advised that:

- The income for the hydro system had been low due to problems with the system. The Director of Corporate Services confirmed that the hydro system had always been checked weekly in the past and believed it was possible that the pipes etc were not cleaned in the same way as previously done by the Head of Business.

- The Head of Property advised Members of the Board that there had been an electrical fault with the Hydro System and because of the Covid 19 restrictions it had not been repaired until May 2021, therefore the income for last year had been significantly lower. He also advised that the Facilities and Property Manager would be provided with training on how to use/maintain the Hydro System to avoid further problems and expert advice would also be sought to ensure that the system runs at its best. The Director of Corporate Services advised that it may be worthwhile asking the former Head of Business if he would be willing to provide information to the Facilities and Property Manager on the best settings for running the Hydro System as well as routine maintenance previously undertaken in-house.
- The Director of Corporate Services advised that it had been possible in the past to monitor the Hydro System on a PC from Head Office in Penrhyndeudraeth, which had made it easier to check for any problems. Members agreed it would be useful for Officers to look into options for monitoring the Hydro System from the Head Office and felt it would be an idea for the Property team to take the lead as they had the expertise. The Head of Property agreed this would be an option as there was now more capacity in the property section.
- The House Manager advised that income from group bookings/day meetings were not included in the report due to problems with the booking/finance system and it was hoped that by adopting a new system that generates income/expenditure figures and invoices would make thing much easier when preparing reports.

Members and Officers considered the report in detail and made the following observations:

- The Director of Corporate Services informed the Board that the Chief Executive had raised with him that there was too much emphasis on Income figures, and it was more important to look at the bottom line rather than income. The Director of Corporate Services provided details on the issues the House Manager had encountered with the booking system which therefore made it difficult to provide accurate reports. The Board were advised that the Director of Corporate Services, The House Manager, and the recently appointed Head of Finance were due to meet to try and resolve some of the issues to ensure that reports were generated automatically with less manual input and therefore providing the Board with more comprehensive reports in the future.
- The House Manager confirmed that the Head of Finance had advised that although Qbook was now in use it would be worth looking into a new finance system in the future to ensure that all the financial information is generated in one report. The Director of Corporate Services agreed that although it would be beneficial to make enquiries about a new finance system in the future, Welsh Language requirements would need to be considered as a factor when looking at such a system.
- The Head of Property advised that although there had been an underspend in the property budget last year there would be full expenditure next year as works would be completed on the areas needing attention. He also advised that as there was no budget set for maintenance at Plas Tan y Bwlch, to lessen the financial burden, money was usually moved from other income

sources from the Property section but from next year as the cost of electricity/gas was likely to be greater, the budget would be increased to cover any additional costs, and this would be included in the financial report submitted to the Authority meeting in due course.

- The Director of Corporate Services reported that the business case would need to be looked at for next year to possibly provide evening meals but an assessment would need to be carried out to ascertain whether it would be financially viable to appoint a seasonal cook in addition to the current catering staff.
- In response to a question, The House Manager confirmed that staff morale had improved over the last few weeks as staff had been able to take their annual leave as business had slowed down, but that she and the staff were concerned regarding the future of Plas Tan y Bwlch. The Chair of the Plas Tan y Bwlch Board confirmed there was a future for Plas Tan y Bwlch and posts were as safe as they could be and should any potential partnerships be formed in the future this would provide job security for the staff. He also confirmed that Authority Members were in support of continuing to run Plas.
- The Director of Corporate Services agreed it was natural for staff to be worried about the future of Plas and although it was costly to run it as a B&B this was better than letting the building deteriorate which would prove more costly in the long term. He said it was important to attract more business and to do so it was necessary to ensure that the building was up to an acceptable standard for people to stay. The House Manager advised that the condition of the building was something that also caused anxiety to the staff as there had been a few problems with water entering the reception area.
- a Member asked the House Manager what could be done to alleviate any anxiety caused to the staff? Would more contact/convening additional meetings of the Plas Board be beneficial? The House Manager said she would consider the suggestions further and report back at the next Plas Board Meeting.
- The Head of Property advised that it was important to reassure staff that an accurate survey had now been carried out at Plas which had given a clearer picture of the problems and how to deal with them and that priority matters would be addressed in the first five years of the ten-year maintenance plan. The Chief Executive explained that during the financial challenge it had been necessary to re-prioritise expenditure and the Authority were mindful there would be a price to pay but it had been important to emerge from the situation as best as possible at that time.
- In response to a question, The House Manager confirmed that a letter had been sent to Red Bull and she was now awaiting payment from them to cover the cost of the damage caused. The Head of Property asked board members to consider whether it was an option to raise a damage deposit on future group bookings.
- The House Manager confirmed that the new administrative assistant was now in post which meant she was now able to concentrate on the requirements of her own role. She advised that there were still staff shortages in the kitchen but an advertisement for a full/part time cook would be sent out in due course.
- Plas was now offering Christmas lunches and afternoon teas but due to staff shortages, the domestic staff had been assisting in the kitchen.

	<p>The Chair thanked the House Manager for her hard work during a difficult time.</p> <p>ACTION</p> <ol style="list-style-type: none"> 1. to note the report. 2. Officers to discuss the way forward for monitoring the Hydro System from Headquarters.
5.	<p>Building Condition Update</p>
	<p>Submitted – A report by the Head of Property updating Members on progress of property matters.</p> <p>Reported – The Head of Property presented the report and highlighted the main points.</p> <p>The Head of Property confirmed the following:</p> <ul style="list-style-type: none"> - Surveyors had been on site all week looking into the damp problems, guttering etc. - The Head of Property had asked the company responsible for the gutters to visit three times during the Autumn & Winter to clear leaves from the guttering to alleviate some of the damp problems. - The Head of Property further advised on some of the problems and reported that the chimneys had not been capped and this had resulted in some of the damp problems. As the roof area was quite large, there was not sufficient room for the water to escape into the gutters/downpipes which meant the water was pooling behind the parapet walls and tracking into the walls rather than away from the building. He advised that some of the parapets would need to be rebuilt in due course and it was anticipated that work on the most significant problems would be undertaken in years one to five of the 10-year maintenance plan. - the heating system at Plas would be upgraded in due course so that heating would be provided throughout the building rather than being zoned. - a Conservation Area Specialist had been commissioned to consider possible improvements to ensure that Plas was as energy efficient as possible without impacting the character of the building. <p>Arising thereon, Members discussed the report and made the following observations:</p> <ul style="list-style-type: none"> - Members agreed it would be beneficial to arrange a meeting on site with the surveyor to discuss the condition of the building in more detail once he had prepared a draft condition report and maintenance plan. - a member felt it would be beneficial to discuss potential partnerships in more detail at a future meeting of the Plas Board. The Head of Property agreed it was necessary to look at the long term once the needs of the building had been addressed and advised once the survey and maintenance plan were in place this would give any potential partner(s) confidence and would also put the Authority in a better place to discuss any potential partnership in more detail. - The Chief Executive felt it was important that the condition report had been received before considering any potential partner(s). - Members felt the Board were in a good position to discuss potential partnerships with the surveyor.

The Chair thanked everyone for attending the meeting.

ACTION:

1. to note the report and progress made to date.
2. to await the draft condition report.
3. Officers to arrange a site meeting for Board Members with the Surveyor once the draft report becomes available and if Covid restrictions allow.
4. to discuss energy usage/energy efficiency in more detail during the site meeting in due course.

The meeting ended at 15.10



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 9TH FEBRUARY 2022**

	<p><u>Present:</u></p> <p>Members: Cllr. Judith Humphreys Mr. Tim Jones (Chairman) Ms. Tracey Evans Mr. Emyr Williams Mr. Iwan Jones Ms. Zara Roberts</p> <p>In attendance: Cllr. Wyn Ellis Jones (ex-officio)</p> <p>Officers: Mr Edward Jones, Mrs. Sarah Roberts.</p>
1.	<p><u>Apology</u></p> <p>No apologies were received.</p>
2.	<p><u>Declaration of Interest</u></p> <p>No declarations of Personal Interests were made in respect of any item.</p>
3.	<p><u>Minutes</u></p> <p>The Minutes of the Plas Tan y Bwlch Management Board meeting held on the 24th November 2021 were accepted, and the Chairman signed them as a true record.</p> <p>Arising thereon,</p> <p><u>4. Plas Financial Overview</u> The Chief Executive advised it would be worthwhile to convene an additional meeting of the Plas Tan y Bwlch Board to discuss the margins/bottom line figures once the whole data was available. The Director of Corporate Services confirmed that he had asked the Head of Finance to look at costs and income and once the House Manager had also had an opportunity to look at the figures, the information would be made available to Members of the Board in due course.</p>
4.	<p><u>Plas Tan y Bwlch Update</u></p> <p>Submitted – A report by the House Manager updating Members on the last two months and providing an insight for the coming year.</p>

Reported - The House Manager presented the report and the 2022 financial forecast, outlining the main points.

The House Manager advised on the following:

- As two rooms were currently out of use, some guests would need to be accommodated at the Oakeley Arms during their stay which unfortunately would mean a financial loss for Plas.
- In response to a question, the House Manager confirmed that Red Bull had paid for the damage caused during their recent stay. Members noted that the House Manager had asked for a £5,000 deposit from them for 2022 and the total charge would be increased significantly and although Red Bull had agreed to pay the fee for the forthcoming year, they were a little unhappy the price had increased significantly and asked for the price to be reviewed for 2023 if no damage was caused this time. Red Bull had confirmed they would bring their own security team, and this would take the responsibility away from Plas Tan y Bwlch.
- The House Manager advised that following feedback from guests stating they would stay again at Plas if an evening meal was provided, it had been decided to offer the provision of an evening meal. The House Manager advised there were currently two cooks as the post for an additional cook had not been filled to date but felt that offering an evening meal three days a week would be possible with the existing catering staff and other members of staff had volunteered to assist in the kitchen where possible.
- In response to a question from the Director of Corporate Services, the House Manager advised that staff would not be required to work split shifts to cater for the provision of an evening meal. The Director of Corporate Services was concerned there would not be enough staff to cover sickness or annual leave.
- In response to a question, the House Manager confirmed that staff were paid for any additional work.

Arising thereon, Members considered the report and made the following observations:

- The Chief Executive asked that by the next Board meeting that the activity/group bookings etc were matched against the business model and should the breakdown on figures/income be available it would be beneficial to look at how the three busiest months had performed to see whether Plas was on target.
- The Chief Executive advised it would be worth establishing if recruiting additional staff or managing staff hours would be the best solution in providing adequate cover during the busiest months.
- Members were concerned over the staffing issues but agreed that recruiting catering staff was a problem throughout Wales. The House Manager confirmed that Plas had signed up to Supertemps Ltd but with no success to date. A member asked whether spending on resources would make things easier for staff e.g., self-service coffee machines etc, The House Manager felt this would not relieve pressure on the current staff as she was concerned about their wellbeing and advised that recruiting an additional member of staff to the Catering Team would be the best solution.
- The Director of Corporate Services advised that larger companies were in a better position to alleviate recruitment issues by using existing staff to carry

	<p>out additional roles as the number of staff employed was significantly higher than the amount of staff employed at Plas.</p> <ul style="list-style-type: none"> - The House Manager advised that a deposit would now be taken with food orders to cover costs should guests cancel their bookings. - In response to a question, The House Manager confirmed that Plas would be providing the catering for the weddings already booked and advised that she was in contact with an outside catering firm should the need arise in the future. Members felt that weddings were being charged at a very reasonable price and felt prices should be reviewed and Plas should attempt to benchmark with other venues. The House Manager felt due to the current condition of some of the rooms at Plas it was not appropriate to charge a high price for the venue but agreed that the cost for meals should be reviewed in due course. <p>ACTION</p> <ol style="list-style-type: none"> 1. to note the report. 2. to convene an additional meeting of the Plas Tan y Bwlch Management Board to discuss income and expenditure figures in detail once they become available.
5.	<p>Report on Building Condition</p>
	<p>Submitted – A report by the Head of Property updating Members on progress to date.</p> <p>Reported – The Head of Property presented the report and highlighted the main points. He referred to point 2.5 of his report and advised that as works would need to take place during the spring/summer months when the weather was most favourable, it would be necessary for the Board to discuss future business priorities, to establish what effect the works would have on the business and as discussed with the Director of Corporate Services this would need to be included in the overall cost of the works to ensure business at Plas is not impacted more than necessary.</p> <p>Members of the Board discussed the report and made the following observations:</p> <ul style="list-style-type: none"> - In response a question, The Head of Property advised that temporary repair work would be completed on room ten by the end of April. - The Head of Property advised that the works would be prioritised and completed in sections as all the work could not be completed in a year. He advised that business needs would need to be considered before undertaking upgrades on the building - The Director of Corporate Services advised that although funding was available to upgrade the rooms felt that the external problems should be given priority before investing in the rooms. The Head of Property agreed that the problems with damp entering the building should be dealt with before considering internal works. - a member felt that Board Members should receive the full report before making any decisions on spending money on the building to establish what is required and where money should be spent. It was important that the appropriate steps were taken to avoid making any problems worse or facing similar problems in a few years' time. - In response to a question from the Chief Executive, the Head of Property confirmed that the cost profile over ten years was included in the full report and advised it was a significant investment.

- The Director of Corporate Services was aware that Rob Chambers had the expertise to increase energy efficiency of the building and asked whether there was any grant funding available. The Head of Property was hopeful that the company would be able to source grant funding and there was a possibility that additional funding could be sourced through decarbonisation.
- Members were happy to note that the issues with the heating and Hydro system had now been resolved. The Head of Property advised that having more capacity within the Property Section meant any maintenance problems at Plas could be given priority. The House Manager thanked the Property and Facilities Manager for his valuable support which had allowed her to carry out her own role rather than having to deal with maintenance issues.
- In response to a question from the Chief Executive, the Head of Property confirmed that few rooms had special architectural features/characteristics which would enable Plas to adopt energy saving measures as part of the Decarbonisation Challenge and be more accessible to additional sources of grant funding. The Head of Property advised that a Conservation Plan was being prepared to consider which qualities needed to be retained, this would also ensure that none of the special features would be impacted too much.
- In response to a question from a Member, the Head of Property advised that although the energy efficiency of the building could be reduced by managing the heating efficiency, the current budget lines would be retained.
- Members agreed that it would be advantageous for Board Members to meet on site to discuss the surveyor's report once available.

The Chair thanked everyone for attending the meeting and thanked the House Manager and the Head of Property for their reports.

ACTION:

1. to note the report and progress made to date.
2. to convene an additional meeting of the Plas Tan y Bwlch Management Board as soon as possible to discuss finding of the surveyor's report, the meeting to be held on site.

The meeting ended at 14:55



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 18th MAY 2022**

	<p><u>Present:</u></p> <p>Members of the Board: Cllr. Judith Humphreys Mr. Tim Jones (Chairman) Mr. Emyr Williams Mr. Iwan Jones</p> <p>In attendance: Cllr. Wyn Ellis Jones (ex-officio); Mr Llion Scott, Surveyor (Smithers Purslow).</p> <p>Officers: Edward Jones, Sian Owen, Sarah Roberts, Alun Gwilym (part of meeting, tour of the buildings)</p>
1.	<p>Apologies</p> <p>Ms. Tracey Evans, Ms Zara Roberts.</p>
2.	<p>Declaration of Interest</p> <p>No declarations of Personal Interests were made in respect of any item.</p>
3.	<p>Minutes</p> <p>The Minutes of the Plas Tan y Bwlch Management Board meeting held on the 9th February 2022 were accepted, and the Chairman signed them as a true record.</p>
4.	<p>Plas Tan y Bwlch Financial Performance Analysis of 2021-22</p> <p>Submitted – A report by the Head of Finance informing Members on the financial performance of Plas Tan y Bwlch for 2021-2022.</p> <p>Reported – The Head of Finance presented the report, outlining the main points. She asked Members to note item 8.1 of the report and advised that although there was still a significant cost to the Authority it was encouraging that during 2021-22 it had decreased compared to previous years.</p> <p>Arising thereon, the Director of Corporate Services thanked the Head of Finance for her report which gave Board Members a better understanding on Plas Tan y Bwlch's performance. He reported that the business was changing all the time with some of the core business returning. He stated that it would be beneficial to develop a partnership with another organisation that had expertise in the hospitality sector as there was limited experience within the Authority to run such a business.</p>

	<p>Members discussed the report in detail and made the following observations: -</p> <ul style="list-style-type: none"> - The Chief Executive thanked the Head of Finance for the figures as they provided a clear picture of the financial situation and noted that the Authority had received a flat budget for the next 3 years and the uncertainty in relation to Plas Tan y Bwlch budgetary position provides additional pressure on the Authority, which needs to be managed. - Members discussed the difficulty in increasing the prices for the rooms due to the general conditions of the rooms, with investment needed to upgrade the same. - The Director of Corporate Services advised that the House Manager was preparing a new business plan which would be presented to Members at the next meeting of the Plas Tan y Bwlch Board, which would assist in determining the way forward in terms of the most viable business model for Plas. - The Director of Corporate Services reported that the current staffing levels in the kitchen were not sustainable, and the post Assistant cook had recently been advertised. The draft business plan also assessed a need for a Catering Manager so as to enable the business to expand further. - In response to a question, the Director of Corporate Services confirmed that the Authority's pay had been higher than other organizations in the past but this may not be currently the case. - Members discussed the future options for Plas Tan y Bwlch and the possible costs involved. The Director of Corporate Services advised that before moving forward with any proposals, the Authority had a responsibility to make sure that Plas Tan y Bwlch was suitably maintained as it was a Grade II* Listed Building. - The Chief Executive advised that Officers were considering closing Plas during the quieter months of January and February and the matter would be discussed at the next meeting of the Plas Tan y Bwlch Board. - The Chief Executive felt it was now necessary to seek a potential partner to assist in running Plas Tan y Bwlch. Members were encouraged that the figures were going in the right direction, but significant work was needed on the exterior of the building before moving forward with forming any partnership(s). Members discussed possible funding options to undertake the works required. The Director of Corporate Services reported that there was already money in place to complete the internal works but that the external works needed to be undertaken first or in tandem with internal works. - The Chief Executive advised that the Board would need to report back to the Authority if additional resources are required - Members agreed it was important that Officers started the discussion on potential partnerships and favoured the option of establishing a partnership with a community organization. initially but not to discount private providers. <p>ACTION</p> <ol style="list-style-type: none"> 1. to note the contents of the report. 2. Officers to move forward with discussions on seeking a potential partnership.
5.	Condition Survey Report
	Submitted – A report by Llion Scott (Surveyor) of Smithers Purslow. The Chairman welcomed Mr Scott to the meeting and thanked him for his comprehensive report.

Reported – Mr Scott presented his report and background. Members had also received additional information prior to the meeting and a copy of the Executive Summary was circulated to Members at the meeting.

Members of the Board discussed the contents of the report and made the following observations: -

- Members thanked the Surveyor for his report.
- Members considered various points within the report and discussed possible grant funding to complete the works. The Director of Corporate Services advised that it would be worthwhile investigating the possibility of making a bid through the Heritage Lottery Fund.
- In response to a question, the Surveyor advised that around £30,000 to £40,000 would need to be budgeted for annually to maintain the upkeep of the building following any renovation in accordance with the ten-year period of his report. This should ensure that the fabric of the building was maintained in good condition.
- The Head of Property advised that it would be necessary to prioritise which buildings to focus on following the meeting due to the level of investment required to undertake structural repairs. The Director of Corporate Services advised that the main house was the Authority's main priority.
- Officers discussed the implications if the required work for year one could not be completed within the required timescale. The Surveyor advised that some issues required urgent attention and could not be left for a year due to Health and Safety reasons and to avoid further deterioration to the building.
- Members and Officers agreed that the emergency expenditure should be prioritised, it was agreed that the Surveyor would package the work and prioritise any work needing immediate attention, this would then provide the Authority with sufficient time to seek external funding for the other repair works.
- The Chief Executive advised that any additional costs would fall on the Authority, the Authority would then need to consider the most viable Business model and any potential partnership.

Arising thereon, Members and Officers accompanied the Surveyor on a tour of the building to view and further discuss the findings of the report.

The Chair thanked everyone for attending the meeting and thanked the Surveyor for his report.

Members and Officers agreed the following:-

ACTION:

- 1. to note the report.**
- 2. that the work requiring immediate attention should be prioritised and completed as soon as possible.**
- 3. Officers to explore grant funding options to complete the external works on the building.**

The meeting ended at 16:25



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 13th JULY 2022**

	<p><u>Present:</u></p> <p>Members of the Board: Cllr. Meryl Roberts, Mr. Tim Jones, Ms. Tracey Evans Mr. Iwan Jones</p> <p>In attendance: Cllr. Annwen Hughes, Cllr. Edgar W. Owen (ex-officio).</p> <p>Officers: Mr. Dafydd Edwards, Section 151 Officer, Sian Owen, Sarah Roberts,</p>
1.	<p>Chairman</p> <p>Mr Tim Jones was elected as Chair of the Plas Tan y Bwlch Board.</p> <p>The Chairman thanked Members for their support and welcomed Cllr. Meryl Roberts to her first meeting of the Plas Tan y Bwlch Board.</p>
2.	<p>Apologies</p> <p>Mr. Emyr Williams, Ms. Zara Roberts.</p>
3.	<p>Declaration of Interest</p> <p>No declarations of Personal Interests were made in respect of any item.</p>
4.	<p>Minutes</p> <p>The Minutes of the Plas Tan y Bwlch Management Board meeting held on the 18th May 2022 were accepted, and the Chairman signed them as a true record.</p>
5.	<p>Plas Tan y Bwlch Financial Update</p> <p>Submitted – A report by the House Manager updating Members on the current financial situation.</p> <p>Reported – The Director of Corporate Services presented the report and appendices in the absence of the House Manager and outlined the main points. The Head of Finance provided a further explanation on the figures and underlined the main points. Members noted that although some of the budget lines would need reviewing, the report was an accurate report on the costings for the 2022/23 financial year.</p>

Members discussed the report in detail and made the following observations: -

- The Director of Corporate Services informed the Board that the Chief Executive had raised the following points with him: -
 - The paper is not yet strong enough to call it a full business plan.
 - It is not clear what the costs of keeping Plas running for the Authority will be from this paper. This is important as there will be considerable financial pressure next year.
 - I assume that the emphasis is to fill the rooms instead of evening meals, as the margin on B&B is a lot more than providing an evening meal but understand the arguments to provide from the customer's perspective.
 - The staffing situation is difficult, emphasis if we are unable to recruit will be to reduce opening days within the capacity of the staff.
 - Before Covid the tearoom was not making a profit, so you need to be careful here.
 - The running costs of Plas are around £400K, say £40K per month (if it closes for two months), does the income profile show £40K per month?
- In response to the observations above, the Director of Corporate Services felt that in the short term the Business Plan was sufficient for the Board to provide support to the House Manager on the way forward. He advised that the House Manager had clearly set out the cost to the Authority of running Plas Tan y Bwlch. In response to the provision of an evening meal, The Director of Corporate Services advised on the staffing problems in the kitchen caused by only providing breakfast, and in her report, the House Manager had asked for support from the Board to allow the appointment of two additional members of kitchen staff and as courses were returning to Plas, there was an increase in demand for an evening meal. The Director of Corporate Services believed it would be worthwhile to provide an evening meal if staff capacity allowed and advised Board Members that a decision on whether to appoint a Catering Manager would need to be made at today's meeting.
- Members discussed the recruitment issues and felt the matter needed to be addressed before moving forward and were concerned that the future of Plas may be at stake if the staffing issues could not be resolved.
- In response to a question, the Director of Corporate Services confirmed that vacancies were advertised through Indeed but to date recruitment had not been successful.
- Members considered feasible options to attract potential candidates to the positions including increasing the salary for the posts or offering a market supplement. The Director of Corporate Services stated that recruitment was essential but if unsuccessful other options would need to be looked at to secure the future of Plas and advised that any increase in the salary for such posts would need to be considered by the Job Evaluation Panel as the Board was unable to make such decisions.
- Members strongly agreed that the posts of Catering Manager and Assistant Cook should be advertised and sent out in accordance with the Authority's policies and procedures.
- Members discussed the Chief Executive's Observations on reopening the tearoom and the Director of Corporate advised that although the running costs were high, the tearoom had made a small profit before the pandemic. He confirmed that reopening the Tea Room should be agreed in principle as it

could be done within the current staffing levels and advised that it would be apparent within a month if it was not financially viable.

- In response to a question, the Director of Corporate Services confirmed that the additional costs would be to employ a casual member of staff to run the tearoom.
- The Chief Finance Officer believed that it was important to take a short term and long-term view on the situation and it was necessary to ensure Plas was operational to move forward in the short term.
- Members discussed the long-term situation and agreed it would be better to wait until all members of the Board could be present before making any decisions. The Director of Corporate Services stated that Authority Members and Officers felt that forming a partnership with another organisation would be the best option to move forward in the long term, but Board Members agreed that before moving forward with any potential partnership it was important that the business was financially viable, and the condition of the building was acceptable. The Director of Corporate Services advised that the Authority had a responsibility to maintain a Grade II* Listed Building.
- Members further discussed the Business Plan and agreed that it should be approved in the short term and that officers should be given an opportunity to discuss it further with the House Manager to move forward.

ACTION

- 1. to note the contents of the report.**
- 2. that the posts of Catering Manager and Assistant Cook are advertised in accordance with the Authority's Policies and Procedures.**
- 3. to approve the Business Plan as submitted.**
- 4. the House Manager to amend the Business Plan as required and present it to the next meeting of the Plas Tan y Bwlch Board for further discussion.**

The meeting ended at 14.50 p.m.



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 16th NOVEMBER 2022**

	<p><u>Present:</u></p> <p>Members of the Board: Cllr. Meryl Roberts, Mr. Tim Jones (Chair) Mr. Emyr Williams, Mr. Iwan Jones</p> <p>In attendance: Cllr. Annwen Hughes, Cllr. Edgar W. Owen (ex-officio).</p> <p>Officers: Sarah Roberts.</p>
1.	<p>Apologies</p>
	<p>Ms. Tracey Evans, Mr. Dafydd Edwards, Section 151 Officer, Sian Owen, Ms. Zara Roberts.</p>
2.	<p>Declaration of Interest</p>
	<p>No declarations of Personal Interests were made in respect of any item.</p>
3.	<p>Minutes</p>
	<p>The Minutes of the Plas Tan y Bwlch Management Board meeting held on the 13th July 2022 were accepted, and the Chairman signed them as a true record.</p> <p>Arising thereon,</p> <p><u>5. Plas Tan y Bwlch Financial Update</u> The Director of Corporate Services advised that the appointment of a Catering Manager had been successful, but the post of assistant cook was still vacant to date. Members were advised that although some decisions had not been taken at the last Board meeting due to the absence of some Board Members, he advised that decisions would need to be taken by the Members present at any meetings from now on rather than ensuring all members of the Board were present.</p>
4.	<p>Plas Tan y Bwlch Income and Expenditure for 2022-2023</p>
	<p>Submitted – A report by the House Manager updating Members on the current financial situation.</p>

Reported – The Director of Corporate Services presented the report as submitted in the absence of the House Manager and outlined the main points.

Members discussed the report in detail and made the following observations: -

- The Director of Corporate Services apologised that he had not had sufficient time to scrutinize the report as a whole and asked Members to note bullet point 1.2 and informed them that the figure included a capital recharge and as a result did not reflect the actual financial situation. He further advised that staff costs and payments for utility services for the remainder of the financial year had not been included in the figures.
- The Chief Executive felt that although there was a lot of information in the report it was not relevant to the Board as it did not indicate how Plas was performing and whether the financial targets were being met or not. The Director of Corporate Services advised that he had asked the Head of Finance to prepare an analysis of the financial situation to report on during the meeting but unfortunately, she had been unable to provide the figures due to illness. Members discussed the report and agreed that although it contained some interesting facts, it should be more strategic going forward and should include a breakdown on B&B targets and courses and all the main business/income sources. Arising thereon, members further discussed the report and agreed that the appropriate information for the group should be provided in the report in the future. The Chief Executive asked the Director of Corporate Services to confirm the Terms of Reference with members of the Board.
- Members and Officers agreed felt that receiving information on the occupancy levels and the expenditure figures would also be beneficial and therefore any potential problems could be resolved in advance.
- In response to a question, The Director of Corporate Services confirmed that Red Bull had accepted responsibility for the damage caused but had not paid for the damage to date.
- Members further discussed the damage caused by Red Bull and carefully considered whether they should stay at Plas again next year, members agreed that withdrawing from the agreement with Red Bull was the preferred option but before making any final decision it was best to establish the financial implications and therefore give an explanation as to why the loss of income had occurred.
- In response to a question, the Director of Corporate Services confirmed that Red Bull had lost their deposit. Members were concerned that should they return to Plas next year, the damage caused could be much more significant and it was too much of a risk.
- A member asked whether Plas staff were present during their stay. The Director of Corporate Services informed the Board that Red Bull took the building over during their stay and Plas staff were present during the day but weren't comfortable to stay overnight.
- Members discussed alternative income sources and whether holding more weddings was an option to produce additional income and promote Plas. The Director of Corporate Services advised that it would be difficult to find an income source to match the income made from Red Bull.
- In response to a question, the Director of Corporate Services advised that maintenance on the hydro system had been transferred to the Property Section and confirmed that although he was not aware that there were still

problems with the hydro system, he would investigate the matter and would update Members in due course. He also advised that although there were problems with the lift from time to time this was dealt with as routine/additional maintenance and there was not enough funding available to invest in a new lift at present given that the priority was to improve the external condition of the building.

- Members discussed the current condition of the gardens and terrace and what could be done to improve them as it was a shame to see them in such a condition. A member was concerned that someone could get hurt if nothing was done.
- Members discussed the possibility of seeking the help of volunteers to improve the gardens. The Director of Corporate Services advised that the footpath team could help to clear the footpaths during the winter months but there was no money to undertake significant work on the gardens at present as generating a viable business at Plas was currently the main priority but advised that the Board would support the House Manager to seek the help of volunteers to carry out any substantial work. Members agreed it would be worthwhile getting the Footpath team to undertake basic work on the paths to reduce any safety risks. The Chief Executive was concerned that work carried on the drive at Plas was perhaps not always what was required. The Director of Corporate Services confirmed that clearing the drive took up a lot of time during the winter months due to falling leaves and this was a significant Health and Safety issue.
- A member offered to bring in the help of a local community group that she was involved with to clear the overgrowth.
- The Chief Executive noted paragraph 5.2 and asked whether there was a business case for the additional catering staff. The Director of Corporate Services informed the Board that further income would have been lost if the temporary catering staff had not been brought in.
- The Chief Executive was concerned that it appeared that income for next year was being set against the budget for the current financial year. The Director of Corporate Services advised that the figure of £35,000 was the income to come in between now and the end of the current financial year.
- In response to a question, the Director of Corporate Services advised that the surveyor had advised that any grant funding was dependent on community use of the building. Members discussed potential funding sources and a member offered to speak to the National Grid who were currently working on a project at the Dwyryd Estuary to ask if they would be happy to provide any financial support to Plas Tan y Bwlch. Members asked whether it was worthwhile to ask for funding from the Welsh Government, Cadw and/or the Heritage Lottery Fund. The Chief Executive advised that he wasn't optimistic that there would be funding available due to the current financial crisis.
- Members were in support of receiving a joint report from the House Manager and the Head of Finance which would provide the Board with a much more comprehensive report and a clearer indication on the financial performance of Plas.
- The Director of Corporate Services advised that although the Board had received a report on the works required on the exterior of the building it would be beneficial for the Board to receive a further report from the Head of Property to provide an update on the current situation.

- A Member felt that the way forward in the long term was to develop a potential partnership with an organisation as the future of Plas Tan y Bwlch was very uncertain as things stood.

The Chair thanked everyone for attending the meeting.

ACTION

1. to note the contents of the report.
2. the House Manager and Finance Section to submit a joint report on the current financial situation at Plas.
3. to withdraw from the agreement with Red Bull and to provide an explanation for the decision for Audit purposes.
4. to consider other potential income sources.
5. to ask the Head of Property to submit a report to the next Plas Tan y Bwlch Board meeting to update members on the latest situation regarding the external building work(s).
6. the Director of Corporate Services to investigate whether there are still problems with the Hydro System.
7. Cllr. Meryl Roberts to discuss with National Grid to see if they would be able to provide funding to Plas Tan y Bwlch.
8. Officers to ask the Authority's footpath team to undertake necessary works on the footpaths at Plas during the winter months if capacity allows, to avoid any potential health and safety issues and to support the House Manager should she decide to seek the help of volunteers to carry out more extensive work on the gardens and terrace.

The meeting ended at 15.00 p.m.



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 8th FEBRUARY 2023**

	<p><u>Present:</u></p> <p>Members: Ms. Tracey Evans Mr. Tim Jones (Chair) Cllr. Meryl Roberts Mr. Emyr Williams Mr. Iwan Jones</p> <p>In attendance: Cllr. Annwen Hughes (ex-officio) Cllr. Edgar Owen (ex-officio)</p> <p>Officers: Mr. Dafydd Edwards, Ms. Nia Murray, Mr. David Williams, Mrs. Anwen Gaffey.</p>
1.	<p>Apologies</p> <p>Ms. Zara Roberts</p>
2.	<p>Declaration of Interest</p> <p>No declarations of Personal Interests were made in respect of any item.</p>
3.	<p>Minutes</p> <p>The Minutes of the Plas Tan y Bwlch Management Board meeting held on the 16th November 2022 were accepted, and the Chairman signed them as a true record.</p> <p>Arising thereon, Members were updated on the Action points.</p> <ol style="list-style-type: none"> 3. the Red Bull issue was currently being dealt with. 5. the Head of Property was continuing to collate the necessary data re. the external building works. 6. officers were continuing to monitor the Hydro System which covers its costs and makes an element of profit. 7. a Member advised that the National Grid supports a Community Grant Programme of up to £20k which could be accessed by a charity such as "Friends of Tan y Bwlch." 8. the footpath team had recently carried out some work in the gardens.

4.	<p>Plas Tan y Bwlch Income/Expenditure Report</p>
	<p>The Director of Corporate Services presented the report in the absence of the House Manager. Members were asked to note that:-</p> <ul style="list-style-type: none"> - Para.1.3 referred to some structural works being an “unnecessary spend” in business terms but were necessary from a health and safety perspective. - Para. 2.1 – the Finance Officer confirmed there was further income data to be inputed. - Para. 3.2 – the Director of Corporate Services discussed the appropriateness of disregarding the £20k income for convening Authority meetings from the figures. The Finance Officer advised that this element had also been excluded from the budget and for that reason the overspend remained at £77,695. <p>Arising thereon, Members and officers discussed the following:-</p> <ul style="list-style-type: none"> - the Chief Executive stated that whilst other services had been able to increase income and reduce costs to meet austerity challenges in the past, Plas Tan y Bwlch had found it difficult. The original profiled budget for Plas was to deliver within a base cost of circa £60k. The Authority currently provides £280k to maintain Plas Tan y Bwlch and this will increase further in 2023/24. In addition, there will be capital costs for maintaining the fabric of the building, the lift and the issues at Llyn Mair. As the Authority needs to identify just over £1 million in savings in 2023/24, the Chief Executive asked whether Members were confident that Plas Tan y Bwlch could operate within its budget, as costs of £300k - £400k represent nearly half the Authority’s financial challenge. - Members agreed there was a need to answer why, as a National Park Authority, we should continue to manage Plas Tan y Bwlch. - the Chief Finance Officer stated that the covid pandemic, the cost-of-living crisis, and high levels of inflation had all created major challenges for Plas Tan y Bwlch, as was the case for similar businesses in the sector. - the Chief Executive advised that unlike other public bodies, National Park Authorities have no statutory mechanisms to increase its revenue funding, and that whilst he had been able to make savings during austerity there were no further salami slicing options available to him. - the Chair asked the Chief Executive and the Director of Corporate Services to work with their officers to prepare an options report with projected costings, to be considered at a special meeting of the Plas Tan y Bwlch Management Board without delay. Following consideration by the Board, a further report to be submitted to the Authority’s meeting in April 2023. - as part of the assessment, the Director of Corporate Services advised that Hochtie had expressed an interest in leasing the Annexe building in its entirety. This would mean additional costs to the Authority to provide gas and electricity, cleaning services etc., as well as committing to keeping the centre open for a further 5 years. The Director of Corporate Services outlined the risks of continuing with such a business model, bearing in mind staff recruitment and retention difficulties, building maintenance costs and the additional problems of bees in the attic space. He confirmed that to date, Hochtie had made no firm commitments, and were ideally looking for premises that were closer to services in a town or village. - the Chair requested a separate Risk Register for Plas Tan y Bwlch. - the Director of Corporate Services provided the Board with an update on staffing matters at Plas Tan y Bwlch. He took the opportunity to thank the Head of Human Resources for stepping in to provide sickness cover in the absence of the Head of Business. He advised that during her time at the Centre, the Head of Human Resources had been made aware of certain grievances, and following

	<p>expert advice, changes had been made to the reporting structure and the issues raised were being addressed.</p> <ul style="list-style-type: none"> - the Chief Executive stated that Members will be asked to consider the Authority's budgetary pressures alongside evaluating options for Plas Tan y Bwlch. - the Chief Executive and the Board agreed not to prolong the assessment in fairness to the staff, who will be kept informed through regular staff meetings. - the Chair agreed that the Authority must evaluate whether activities at Plas Tan y Bwlch deliver National Park purposes. <p>ACTION</p> <ol style="list-style-type: none"> 1. to note the report. 2. to await a detailed report with options for the future, to be prepared by the Chief Executive in consultation with the Director of Corporate Service and relevant officers.
5.	Date of Next Meeting
	To convene a special meeting of the Plas Tan y Bwlch Management Board on 22 nd March 2023.

The meeting ended at 13.25



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 22nd MARCH 2023**

	<p><u>Present:</u></p> <p>Members: Ms. Tracey Evans Mr. Tim Jones (Chair) Cllr. Meryl Roberts Mr. Emyr Williams Mr. Iwan Jones</p> <p>In attendance: Cllr. Annwen Hughes (ex-officio) Cllr. Edgar Owen (ex-officio)</p> <p>Officers: Mr. Dafydd Edwards, Ms. Nia Murray, Mr. David Williams, Mr. Edward Jones, Mrs. Anwen Gaffey.</p> <p>The Director of Corporate Services advised that the meeting was being recorded to assist in verifying the minutes.</p>
1.	<p>Apologies Ms. Zara Roberts</p>
2.	<p>Declaration of Interest No declarations of Personal Interests were made in respect of any item.</p>
3.	<p>Minutes The Minutes of the Plas Tan y Bwlch Management Board meeting held on the 8th February 2023 were accepted, and the Chairman signed them as a true record.</p> <p>In response to a question, officers confirmed that Red Bull had now settled with the Authority. Arising thereon, Members were provided with details of the misconduct and the Chief Executive advised that he had notified Red Bull that the press had picked up on the incident.</p>
4.	<p>To consider latest developments on Hochtief's interest in using some of Plas Tan y Bwlch's facilities Submitted - The Director of Corporate Services presented the report to be considered as part of the overall recommendation to the Authority on the future of Plas Tan y Bwlch.</p> <p>Reported - The Director of Corporate Services advised that Hochtief had confirmed they would not be proceeding with renovations to the Annex but were still interested in</p>

	<p>reserving 11 rooms on a bed and breakfast basis at a rate of £65-00 per person (from Monday to Friday). This would be in the form of a block-booking in the main house between June and October. The Director of Corporate Services advised that Plas Tan y Bwlch was already busy for three of the weeks during June, for one week in July and one week in September, and in order to meet Hochtief's requirements, Plas Tan y Bwlch would have to cancel other business during this period.</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. to ask the Director of Corporate Services to thank Hochtief for their interest and advise that the Authority was unable to improve on its current offer. 2. to advise that Plas Tan y Bwlch would be happy to work with Hochtief during such times that rooms were available.
5.	Site / Building Future Options
	<p>Submitted – The Head of Property Service presented his report which outlined the main options with regard to the future of the building and the surrounding site.</p> <p>Reported – The Head of Property Service provided Members with the background and options for maintenance of the building in the short term and considerations for its long-term future.</p> <p>Arising thereon, Members and officers discussed the following in detail:-</p> <ul style="list-style-type: none"> - the estimated net cost of maintaining and protecting the building (as outlined in para. 2.5 of the report). - the current business rates and future options. Members noted that the cost of maintaining the building could rise in year two without the benefit of business rates relief. - the current cost of maintaining Plas Tan y Bwlch will increase further in 2023/24 due to the increase in the cost of utilities, the rise in food/produce, pay settlement etc. - two tenders for rebuilding the buttress and parapet were now under consideration with a marked difference between the prices. The Property Manager was currently awaiting confirmation that contingencies were included in the lowest quote. Members were advised that the remedial building safety work would need to be carried out irrespective of how the Authority decides to proceed, and as Plas Tan y Bwlch was a Grade II* Listed Building, listed building consent will be necessary to replace the stonework on top of the parapet. The Property Manager confirmed that car park income surplus would be available to replenish the Asset Management Reserve. - in response to a question, the Property Manager advised that the condition report had estimated the cost of maintaining the house and the property encompassing the building over the next 10 years. The estimate was based on figures which were now nearly two years old and did not include the cost of installing a new lift, upgrading the heating system, and resurfacing the boundary and access roads (para. 4.3 of the report). The Property Manager confirmed that the chalet owners have very long leases, and the Authority remains responsible for the drives and the grounds around the chalets. There was also the additional cost to install a syphon at Llyn Mair, which was regarded as a high-risk reservoir due to the infrastructure risk to the A487 (para. 4.4 of the report). - the Chief Executive advised that following today's clear guidance and in light of the current inflationary challenge faced by the Authority, the long-term future of Plas Tan y Bwlch would be included as part of the many difficult decisions the Authority will have to make.

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| | <ul style="list-style-type: none">- Members agreed that more information was necessary, in the form of an options report with costings, before the Management Board could present any recommendations on the long-term future of Plas Tan y Bwlch to the Authority. Options for maintaining the internal condition of the house and reduce further deterioration, such as continuing to convene the Authority's meetings at Plas Tan y Bwlch, should also be included.- Members agreed that as part of the assessment there was a need to answer why the Authority should continue to manage the asset, and also to evaluate whether current activities at Plas Tan y Bwlch were delivering National Park purposes.- the Chief Finance Officer recommended that a paper-trail be kept of the process to record how the Board reaches its conclusion. |
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RESOLVED

- 1. to convene a further meeting of the Plas Tan y Bwlch Management Board when officers were ready to present their report on options for the future.**
- 2. to arrange a special meeting of the Authority in May 2023 to consider the Plas Tan y Bwlch Management Board recommendations on the long-term future of Plas Tan y Bwlch.**

The meeting ended at 12.55



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 13th SEPTEMBER 2023**

	<p><u>Present:</u></p> <p>Members: Ms. Tracey Evans Cllr. Meryl Roberts Emyr Williams Iwan Jones</p> <p>In attendance: Cllr. Annwen Hughes (ex-officio)</p> <p>Officers: Dewi Aeron Morgan, David Williams, Edward Jones, Anwen Gaffey.</p> <p>The Director of Corporate Services advised that the meeting was being recorded to assist in verifying the minutes.</p>
1.	<p>Chair</p>
	<p>The Director of Corporate Services advised that Tim Jones had expressed his willingness to continue as Chair of the Plas Tan y Bwlch Board for the ensuing year.</p> <p>Mr Tim Jones was elected as Chair of the Plas Tan y Bwlch Board and the Director of Corporate Services agreed to chair the meeting in his absence.</p>
2.	<p>Apologies</p>
	<p>Mr. Tim Jones.</p>
3.	<p>Declaration of Interest</p>
	<p>No declarations of Personal Interests were made in respect of any item.</p>
4.	<p>Minutes</p>
	<p>The Minutes of the Plas Tan y Bwlch Management Board meeting held on the 22nd March 2023 were accepted, and the Chair signed them as a true record.</p> <p>Arising from the minutes, the Chief Executive reported that unforeseen circumstances had resulted in a delay to the timeline for assessing the long-term future of Plas Tan y Bwlch. Also, following the recent Income Diversification Report by Audit Wales in which they recommended that the Authority should review its operating model at Plas Tan y Bwlch, the Chief Executive felt it would be reasonable to await their further report which will provide an assessment of the acceptable level of risk for the National Parks, prior to presenting any final recommendations.</p>

5.	<p>Plas Tan y Bwlch Update</p>
	<p>Received – An oral report by the Chief Executive on the future options and vision for Plas Tan y Bwlch.</p> <p>Reported – The Chief Executive advised that he had prepared a series of topic headings/questions for Members to consider, and to provide guidance on how the Authority should proceed.</p> <p>The Chief Executive presented the questions together with his suggested response. Members were then asked to make additions or disagree with what was being put forward.</p> <p><u>1. What is Plas Tan y Bwlch?</u></p> <ul style="list-style-type: none"> - a building / estate of important character, which is part of the industrial history and heritage of the area with a link to the slate industry. - part of “The Slate Landscape of Northwest Wales” world heritage designation. <p>Members made the following additional observations:-</p> <ul style="list-style-type: none"> - it would have been useful to have had the headings in advance to prepare a more detailed response. The Chief Executive agreed to provide Members with a copy following the meeting. - Members also felt that the answer depends on who was asking the question and that an external opinion may vary from the Chief Executive’s view. Some may view Plas Tan y Bwlch as an asset which is a drain on the Authority’s resources. <p><u>2. What does Plas Tan y Bwlch provide as a physical resource?</u></p> <ul style="list-style-type: none"> - a site to host events for the local community and associations - a location for formal events - meeting space - accommodation - access to the gardens and woodlands <p>Members made the following additional observations:-</p> <ul style="list-style-type: none"> - whilst Plas was an asset with vast opportunities for the future, there was a need to ensure it had the correct staff and that there was a vision and strategy for it to be a success. Members asked whether Eryri National Park was the right organisation to do this. The Chief Executive agreed that the Authority should have a rationale for continuing to manage the Centre and noted that Audit Wales had recently challenged how Plas Tan y Bwlch achieves National Park purposes. <p><u>3. What does the ownership of Plas Tan y Bwlch offer to the Authority?</u></p> <ul style="list-style-type: none"> - a resource for carrying out the Authority's business - public sector ownership which protects a Grade II* listed building - it provides facilities/resources for the community and as part of the Authority's duties, provides a moral and community welfare dimension under the Well-being of Future Generations Act. <p>Members made the following additional observations:-</p> <ul style="list-style-type: none"> - that Plas Tan y Bwlch also contributes to the local economy by providing employment and use of local suppliers etc. <p><u>4. Does the Authority need Plas Tan y Bwlch to carry out its business</u></p> <ul style="list-style-type: none"> - it was not necessary as a meeting venue as there were other options such as HQ. - the challenge from Audit Wales had been to undertake the assessment in accordance with National Park purposes:- <ul style="list-style-type: none"> o 1st purpose – this was marginal apart from protecting a Grade II* listed building. Plas Tan y Bwlch had been a Centre for Environmental Studies in the past and had received a grant to maintain this work. This was no longer

the case as the market had changed, with opportunities for mentoring in the workplace, online modules, evening courses etc. taking priority.

- 2nd purpose – potentially the Authority was in a stronger position to promote opportunities for the public to achieve this, and
- the duty to support the economic and social well-being of local communities could also be met.

5. What is Plas Tan y Bwlch's role under the control of the Authority?

- Plas Tan y Bwlch was no longer an Environmental Studies Centre.
- it could have a role to introduce young people to the natural environment, to the language, heritage and culture.
- a centre for groups who are inspired by the special values of Eryri. e.g. photographers, painters etc.
- a centre for well-being – Plas Tan y Bwlch had not taken advantage of the well-being market.
- a centre to celebrate special events such as weddings.
- office space which could be let to the community / local businesses.
- a centre to put a social focus on folk issues, such as Ty Gwerin at the Eisteddfod.

Members and officers made the following additional observations:-

- there was a lot of general interest and confusion with regard to meeting the net zero target. Could Plas Tan y Bwlch be used as a resource to help the community and provide guidance for people with regard to grants etc.? This role would tie into the Authority's statutory and community purposes. Members and officers were not convinced this needed to be done at Plas as it was possible for an officer to go out into the community to undertake this work.
- Members and officers discussed opportunities provided by the new curriculum. There was a need to have the resources and staff with the correct background. Also, outdoor activity opportunities would need the facility to be run as a business, possibly made up of talented entrepreneurs. There was a lot of potential for outdoor activities which is proven to improve mental health, early intervention etc., but again was the Authority the right organisation to move this forward. Members did not wish to see Plas Tan y Bwlch taking staff away from their core roles.
- the Chief Executive agreed to include a potential role for outdoor activities which would focus on mental health and the physical benefits for young people. This would help create citizens rather than providing an education.

6. Similar Models

- the Authority
- Community Partnership e.g., Antur Stiniog could benefit from Plas Tan y Bwlch's World Heritage connection.
- YHA, which operate on a franchise basis. It may be possible to divide Plas Tan y Bwlch into two separate businesses by running the house separately from the stables which could be operated as a bunkhouse business.
- 'Llety Arall' in Caernarfon was also an asset which was being let out and the Authority could benefit from learning more from this business enterprise.

7. Was there interest on the open market to purchase Plas Tan y Bwlch?

- the Property Manager advised that he had approached two different companies who provided two vastly different estimates. He was of the opinion that one estimate was more realistic, as the market was shrinking especially for large houses, although there was a market for a resource like Plas which

could generate income. One company was more optimistic and suggested testing the market in the Spring by putting the property on sale for a challenging price. The other company suggested a minimum price to attract interest and create an impression. The Chief Executive noted the amount of spending needed to bring the property up to standard, but on whole both agents had been pleasantly surprised that Plas Tan y Bwlch was in such good condition. They were also fully aware of long-term liability in terms of the maintenance work. Both agents were anticipating private buyers, with the intention of continuing as a business, as the house was too big to be a private dwelling with so many outbuildings.

Members and officers made the following additional observations:-

- before making any decisions with regard to putting the property on the market, the Director of Corporate Services felt that pre-application planning advice was necessary to ensure that the Authority gets value for money out of the asset. One concern was that a developer would split the house into units and sell them as expensive flats, and possibly make a large profit.
- a Member expected the value to be greater and agreed there were only two options on the table. One, was to create a revised business plan better suited to the Authority's purposes and two, to achieve the sales figures. Members could then make a judgment between the two. In addition, officers would seek pre-application advice to ascertain what would be acceptable on the site.

8. Need to set a realistic budget if Plas Tan y Bwlch remains under the control of the Authority

- as the Business Plan was still being developed, Members were asked to consider what they would like to achieve at Plas Tan y Bwlch and what its value was to the Authority. The Chief Executive noted that a baseline of £60k-£70k could be found, but if it were closer to £200k - £300k this would be at the expense of other services.
- the Chief Executive stated that the upcoming review of the Asset Management Strategy will provide details of the maintenance costs for all of the Authority's assets and also, how they should be financed.

9. What next?

- to ascertain Plas Tan y Bwlch's capital needs for the next 5 to 10 years and develop a business plan. Also, to include revenue needs for the purpose of the Authority.
- Members recommended that the business plan should be progressed right away, and it was agreed that it was important to employ someone who could be objective and had background knowledge of Plas Tan y Bwlch so as to develop a meaningful Business Plan. There was also a need to understand National Park purposes and associated implications for the Authority. The Chief Executive suggested Mr. Owain Wyn who has the background and was involved in several tourism and accommodation initiatives. Also, if Members could recommend any others who may be interested, to let the Members' Services Officer know.
- the Director of Corporate Services confirmed that the value of the work to create a Business Plan, would be below the tendering threshold of £5k.

ACTION

- **the Chief Executive to hold a similar session with the Chair of Plas Tan y Bwlch Management Board and discuss the headings in more detail.**

	<ul style="list-style-type: none"> - the Chair, Chief Executive and the Director of Corporate Services to draw up a brief and seek consultants, preferably someone who has background and knowledge of Plas Tan y Bwlch and the Authority. - the Chief Executive to present a report to a future meeting of the Members' Working Group to allow detailed discussion with all Members.
6.	<p>Report by the Head of Property</p> <p>Received – An oral report by the Head of Property Service which outlined the work currently being undertaken on site.</p> <p>Reported – Members noted that remedial works on the buttress/parapet were underway. The Head of Property Services confirmed that the stone on the parapet was in poor condition and that the Consultant and Surveyor intend to approach Cadw again to request permission to allow an envelope of lead around the stonework to extend the life of the stone, as the stone was brittle, and the decline was continuing. Re-installing what is already there was not practical and did not offer value for money. The decoration on the top could be changed to sandstone as it was not sustainable to carry out this work every 20 years.</p> <p>RESOLVED to note the report, for information.</p>
7.	<p>CONFIDENTIAL: Plas Tan y Bwlch Review Report</p> <p>Submitted – A report by David Jones Datrys HR Solutions, commissioned as a result of issues raised by the staff and house manager.</p> <p>Reported – The Director of Corporate Services advised that issues had arisen with the workforce at Plas Tan y Bwlch. Some staff had since left the Authority's employ and some tensions have been eased. The Chief Executive advised that he had also approved a redundancy package for the gardener for a number of reasons including health and safety. The Authority would now be employing contractors to carry out the work, which is safer for the Authority in terms of managing liabilities.</p> <p>Members noted that the report was commissioned prior to the recent appointment of the Head of House and that unfortunately, the appointment had not continued due to a number of issues. Changes have since been made to the staff structure, with three heads of service being created for the main work streams, Administrative / Cleaning / Kitchen. In the short term, the Head of Human Resources would continue to cover the transition but could not continue this work indefinitely. Another House Manager would be sought as soon as possible, and it was also noted that running the Centre as a bed and breakfast had put a lot of stress on staff with the low price attracting different clientele to what was usual for Plas. Although the balance sheet had showed increased income, it had never been the intention to run a bed and breakfast facility for the long term, as this was a post covid business model only.</p> <p>Members noted that the Management Team had discussed and accepted the report and recommendations in full.</p> <p>RESOLVED to note the report, for information.</p>

The meeting ended at 12.30



**PLAS TAN Y BWLCH MANAGEMENT BOARD
WEDNESDAY 15th NOVEMBER 2023**

	<p><u>Present:</u></p> <p>Members: Ms. Tracey Evans Mr. Tim Jones (Chair) Cllr. Meryl Roberts Emyr Williams Iwan Jones</p> <p>Officers: Dewi Aeron Morgan, Sian Owen, David Williams, Edward Jones, Nia Murray, Anwen Gaffey, Sarah Roberts.</p> <p>The Director of Corporate Services advised that the meeting was being recorded to assist in verifying the minutes.</p>
1.	<p>Apologies Cllr. Annwen Hughes (ex-officio)</p>
2.	<p>Declaration of Interest No declarations of Personal Interests were made in respect of any item.</p>
3.	<p>Minutes The Minutes of the Plas Tan y Bwlch Management Board meeting held on the 13th September 2023 were accepted, and the Chair signed them as a true record.</p>
4.	<p>Plas Tan y Bwlch Future Options Submitted – A report by the Chief Executive for the Board to formulate options on the future direction of Plas Tan y Bwlch for consideration by the Authority.</p> <p>Reported – The Chief Executive presented his report, and although similar to the minutes of the previous meeting when Members received an oral report, he felt that on this occasion a written report was necessary. The report highlighted the opportunities at Plas Tan y Bwlch, alongside the burden in terms of resources which it places on the Authority. Members were provided with the background, the capital and the revenue costs, the immediate issues, and the need to develop a business plan to provide clarity on how Plas Tan y Bwlch delivers on National Park purposes, as recommended by Audit Wales as part of their recent audit on income generation.</p>

The Chief Executive revisited what had previously been considered, such as what the ownership/management of Plas Tan y Bwlch provides for the Authority and whether the Authority needs Plas Tan y Bwlch to deliver its business and meet statutory purposes.

Arising thereon, Members and officers discussed the challenge from Audit Wales by assessing how Plas Tan y Bwlch contributes to National Park purposes. It was agreed that:-

- 1st purpose – this was marginal other than in protecting a Grade II* listed building. Plas Tan y Bwlch had been a Centre for Environmental Studies in the past and received a grant to maintain this work, but this was no longer the case.
- 2nd purpose – potentially the Authority was in a stronger position to promote opportunities for the public and meet its socio-economic duty. Although, it was noted that Plas Tan y Bwlch also accounts for 50% of the Authority's carbon footprint and reduces the National Park's commitment to achieving net zero. Members felt there were other more sustainable businesses that could provide the same service and possibly employ more staff in doing so.
- the Director of Corporate Services stated that Plas Tan y Bwlch attracts a different audience from those who enjoy outdoor activities, such as people who enjoy painting and craft classes etc. which needs to be measured against the cost to the Authority of providing such courses. As funding gets less each year and the Authority has additional pressures to carry out other work, such as the Article 4 Direction which will need resourcing, the Board will need to make difficult choices.
- Members felt that as an asset Plas Tan y Bwlch was a risk to any organisation. It was important to have a good business plan in place with the right staff to deliver it and as the Authority had only been able to generate income with activities that were not in line with National Park purposes, it was a perpetual drain on resources in both monetary and staff terms.
- the Chair felt the Board had discussed these same issues on many occasions and the direction of travel had remained unchanged. The Board should now present recommendations to a Members' Working Group without delay.
- the Director of Corporate Services noted that the Authority was responsible for public money and should be able to demonstrate the benefits in terms of National Park purposes. Currently, the only benefits were to the local economy and employment, and the investment in preserving a historically important building.
- the Head of Human Resources agreed that Plas Tan y Bwlch was very separate from the Authority and its purposes and that the staff also felt this. There was a need for substantial funding to renovate the interior of the house and a need for a strong business plan. Staff regularly receive complaints about the carpets, bathrooms, blinds etc., which has caused stress and sickness absences. All the staff were enthusiastic about Plas Tan y Bwlch, but as it stands, it was far from being able to provide suitable accommodation for the public.
- the Head of Property Service stated that the £20k annual income from the hydro-scheme, established with monies following the sale of Porth Gwyn, had been earmarked to upgrade and maintain the internal fixtures and fittings. As the Centre was operating at a loss the funding had been used to compensate for this. Also, as Plas Tan y Bwlch does not have a focussed Business Plan, this had hindered the completion of a Heritage assessment.

	<ul style="list-style-type: none"> - a Member noted her dismay that communities in the catchment area were not making more use of the Centre and that the internal condition of the house had deteriorated. - Members and Officers discussed future options in detail and agreed that the preferred option would be to work in partnership or set up a franchised arrangement with another organisation such as YHA. Arising thereon, the Director of Corporate Services stated that the proposed maintenance costs of £3 million over the next 10 years could prove too much of a liability for prospective partners, although if Gwynedd Council's lottery bid for the Slate Valleys World Heritage designation was successful, this could contribute towards capital improvements at Plas Tan y Bwlch and ease concerns for any potential partners. - a Member asked officers to consider an asset transfer to a community group. The Director of Corporate Services agreed that this could be considered but this would leave the cost of maintaining the building with the Authority. - if finding a partnership fails, the next option would be to sell Plas Tan y Bwlch on the open market. The Board noted the continued annual cost to the Authority but were reassured that as the local planning authority Members could retain an element of control over any future developments. Further discussions on use classes will be undertaken with the Planning Service. - the Head of Property advised that the asset valuer felt the value of Plas Tan y Bwlch was limited by the size of the footprint of the surrounding land, and also the accounts show that the Centre has failed to make a profit. - the Board Members all agreed that Plas Tan y Bwlch no longer meets the Authority's needs or delivers National Park purposes. Officers should now present a report to the Members Working Group meeting in January 2024 outlining the steps taken by the Board in reaching its conclusion. - officers agreed that the report would also provide the estimated cost of mothballing the building. <p><u>ACTION</u></p> <ul style="list-style-type: none"> - the Chief Executive to present a report to the Members' Working Group meeting in January 2024 outlining the steps taken by the Board in reaching its conclusion. The report should recommend that officers take a twin track approach in seeking potential partners / franchise / community owned groups over the winter months, alongside preparations to sell the Centre on the open market in the spring, should a partnership fail to be found. Officers should make clear that 2024 will be the final year the Authority would seek to form a partnership unless this assists a potential partner. - following the report to the Members' Working Group in January 2024, to present a further report the Authority's meeting in February 2024 for formal decision.
5.	Update on Building Fabric
	<p>Submitted – A report by the Head of Property Service to provide an update on progress.</p> <p>Reported – The Head of Property Service presented the report and outlined the repair and maintenance works in detail. He also confirmed that both the companies approached with regard to marketing the property had recommended offering the whole estate as one unit, including the grounds around the main building and Llyn Mair. He confirmed that following replacement of the syphon at Llyn Mair Reservoir, all the</p>

measures in the interest of safety will be complete, and the reservoir will be in the best condition possible in readiness for any future decision.

RESOLVED

- 1. to note preferred option (b) for repairing the eastern gable parapet wall and part of the associated rear elevation, as it provides best value for money in the long term.**
- 2. to note the difference in value assessments and note the long-term maintenance costs of the building and the property as a whole when considering options for the future.**

The meeting ended at 13.40