

FILE COPY

CERTIFICATE OF INCORPORATION ON CHANGE OF NAME

Company No. 3061079

The Registrar of Companies for England and Wales hereby certifies that

CYSWLLT CEREDIGION CONTACT LIMITED

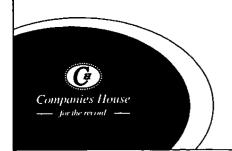
having by special resolution changed its name, is now incorporated under the name of

CYSWLLT CONTACT LIMITED

Given at Companies House on 18th June 2008



C03061079H





SRES15/03061079/CON99474/PA

SPECIAL RESOLUTION ON CHANGE OF NAME COMPANIES ACTS

003059/10

COMPANY NUMBER 03061079	
COMPANY NAME CYSWLLT CEREDISION CONTACT KIMIT	ED
At an Extraodinary General.* / Annuel Coneral*/ General * Meeting of the members of the above named companyduly convened and held at	* delete as appropriate
49 NORTH PARADE	арргорпак
ABERYSTIONTH, CEREDIGION	
on the day of 2008	
The following Special Resolution was duly passed	
That the name of the Company be changed to	
NEWNAME CYSWLLT CONTACT LIMITED	
Signature W.M. Crockett Chairman, Director, Secretary or Officer of the Company	
JOHN MICHAEL JONES DIRECTOR	
Milliams JOHN LINEST BRIME WHAT DIRECTOR D.M. huen 3 ANIA MICHARL WEBS, Director	

AUGBQOIT
A16 12/06/2008 24
COMPANIES HOUSE

COMPANIES HOUSE

TO BE RETURNED

REGISTARED OFFICE

Notes

- The resolution must be delivered to Companies House within 15 days of it being passed
- A £10 fee is required to change the name (cheques made payable toOCompanies HouseO)
- B Have you checked whether the new name is available at www companieshouse gov uk?
- Please provide the name and address to which the certificate is to be sent

NC 19 (2002)

17 March 2008

To Whom It May Concern.

Re: Change of business name, Item 4 of meeting minutes.

Following the Meeting of Trustees on 6th February 2008, notices of the proposed name change were posted at points within the office that are frequented by all clients. There have been no objections raised by 17th March and thus it has been accepted that none exist.

Name MicHAEL Janas

Name Straw Wice ans

Position TRUSTER ____

Position Taurec

Signature_

Signature











Meeting of Trustees

on Wednesday 6th February 2008 at 49 North Parade, Aberystwyth at 4.30 p.m.

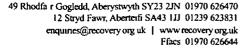
PRESENT:	Signature	Date
Wendy Crockett (Chair of Trustees)	W.M. Coorlect	3/ 3.08
David Lucas (Treasurer)	2 thues	31.3.08
Brian Williams (Trustee)	58/Min	1 4.08
Michael Jones (Trustee)	Trail	20/2/08
Nicky Webb (Director)	Nicholall	19/3/08
Marty Spittle (Business Manager)	M Sntll	19/3/08

MINUTES

		ACTION
	Wendy opened the meeting by announcing that Ann Kenny had resigned from the board in order to take up a counselling position at Cyswllt	
1.	Apologies None	
2.	Matters Arising from Previous Minutes The minutes were accepted as correct • A draft web advertising policy was passed on to the Trustees for comment • The explanation for differences in the accounts was accepted It was noted that the joint bid with the Graham Menzies Foundation failed	Trustees Return comments on Web Advertising Policy
3.	Trustee Disclosure (standing item) None	
4.	Change of Name It was agreed that (subject to no strong objections from clients) Cyswilt's name should be changed to Cyswilt - Contact A notice to clients should be posted informing them of this intention and inviting comment	MS • Post notice • Start paperwork
5.	Defining Membership It was agreed that Cyswllt's membership comprises the trustees When a trustee resigns they also resign as a member	

Trustee Minutes Feb 2008 doc

Page 1 of 4









49 North Parade, Aberystwyth SY23 2JN 01970 626470 12 High Street, Cardigan SA43 1JJ 01239 623831 enquiries@recovery org uk | www recovery org uk Fax 01970 626644

TÎM CYFFURIAU CENEDLAETHOL Y FLWYDDYN 2006

The Centre for Recovery
NATIONAL DRUG TEAM OF THE YEAR 2006

	· · · · · · · · · · · · · · · · · · ·	
6.	Friends of Contact It was agreed that 'Friends of Contact' should be formed as an avenue for ex clients and those in Aftercare to become involved in the organising events and fundraising for the organisation.	MS & NW To discuss implementatio n
7.	 Ex-clients to join the board It was agreed that It would be desirable for ex-clients to be represented on the board. Ex-clients (and those in the second half of the Aftercare) should be made aware that openings were available on the board from time to time (this could be done via aftercare, notices and the website) and invited for an informal chat if interested. The policy covering employees in recovery should be extended to the board of trustees It was felt that 'Friends of Contact' may form a useful conduit into full trusteeship. 	Distribute policy for review by Trustees Produce & forward draft invite
8.	Interviews It was agreed that. Recruitment training should be identified - to be attended by WC & MS References should always be sought in advance of interview Whilst all candidates must be asked the same set of questions at interview, questions should be tailored to fit the candidates on the shortlist All counsellor candidates will be required to give a presentation	WC Pass on details of Jacky Long recruitment trainer MS Implement
9.	WC has produced a letter to invite GPs from South Ceredigion to join the board An area of the website will be dedicated to trustee recruitment	WC Email letter to MS for printing MS New website area
10.	Trustee Indemnity Package Copy of Indemnity Insurance documents passed to MJ	MJ Review for next meeting
11.	Appraisal of Staff & Trustees It was agreed that an appraisal system for staff and trustees should be implemented. It was noted that whilst monthly supervision covers much required from an appraisal system, staff appraisal should be linked to training needs and job aspirations and include targets and timescales	NW To write staff appraisal policy WC
	It was agreed that Trustee appraisals should be carried out annually by the chair with the director providing appraisal for the chair	To implement trustee appraisal
12.	Business Plan & Restructuring It was noted that most of the actions outlined in the 07-08 business plan have been completed or are close to completion. The few exceptions to this are Increasing referrals to Cardigan and starting Day treatment there—	

Trustee Minutes Feb 2008 doc

Page 2 of 4



recruitment problems have delayed this

- Employing second support worker this will be implemented when Sue Lee returns from Maternity leave
- Identifying funding specific to eating disorders
- Developing a media strategy

And these are expected to be addressed before the year end (April)

Points of note are as follows

- Annie has been identified to undertake outreach work in Machynlleth when/if funding becomes available
- It is likely that an NHS nutritionalist can be utilised to work with eating disorder clients
- The police have carried out a schools survey Penglais pupils felt that they
 had received effective education on drug & alcohol issues but need
 more information on solvent abuse. Lack of education on solvent abuse
 was identified for the majority of schools in Dyfed Powys.
- Ivan will take the lead in contacting further secondary schools with the view to expanding delivery of the programme.
- Ann Kenny may be interested in delivering the programme to Welsh speaking schools
- Accredited training for clients is being researched by the Convergence consortium
- Retention rates have doubled
- A joint risk assessment is being developed with Social Services and Care Society

It was agreed that standard press responses to reoccurring topics e.g. drug related deaths, de-criminalisation etc. should be composed for review and that draft responses to current news items should be emailed as soon as possible to Trustees so that agency responses can be composed.

In addition

- The proposed management structure was agreed
- A further Development Day in April was approved

NW

- Forward draft press responses to Trustees
- OrganiseDevelopment Day

MS

 Amend own & Robs job descriptions

13. Director's update (see report)

It was noted that

- Andrew Kentish has successfully completed his probationary period
- External supervision hours will need to be increased

Adjust supervision budget

14. Business Manager's Update (see report)

The following were agreed.

- Ideas for accessing statutory funding from all counties in Dyfed Powys
- The outline proposal for a lottery bid with Care Society
- Further talks with WGCADA regarding an alternative Convergence bid

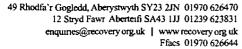
MS

MS

Approach Powys, Carms & Pembs SMATs

Trustee Minutes Feb 2008 doc

Page 3 of 4









CEREDIGION CYSWLLT ___ CONTACT

Y Ganolfan Adfer

TÎM CYFFURIAU CENEDLAETHOL Y FLWYDDYN 2006

The Centre for Recovery
NATIONAL DRUG TEAM OF THE YEAR 2006

	Prism's lead of the DIP consortium.	
	 Increasing salary levels in future bids 	
15.	 Annual Leave It was agreed that Errol will take 1 day's leave from next year Georgina will be paid for holiday that she is unable to take due to training Nicky will carry over 5 days and be paid for 3 which she is unable to take due to training Andrew will carry over 5 days which he was unable to take due to staff shortages Wynford & Sam will carry over 3 days to next year 	MS Implement
16.	Sue's Hours Sue will be returning 3 days a week (21 5 hrs) in May. A third support worker will be required to fill 2 days (16 hrs) a week	
17.	 Any Other Business It was agreed that reports to the Trustees should be received one week before the meeting date and that statistical reports need only be produced quarterly. Michael Jones is Trustee in charge of H&S 	MS & NW Produce reports earlier MS Pass MJ details to Rob
	Date of next meeting: Tuesday 1 st April at <u>4.30pm</u>	
	N.B. Finance meeting set for 9 th April 2 p.m.	

Trustee Minutes Feb 2008 doc

