



**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\***



*Companies House*  
— for the record —



THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES

SPECIAL RESOLUTION ON CHANGE OF NAME  
COMPANIES ACTS

003059/10

COMPANY NUMBER 03061079

COMPANY NAME CYSWLLT CEREDIGION CONTACT LIMITED

At an ~~Extraordinary General~~ \* ~~Annual General~~ \* Meeting of the members of the above named company duly convened and held at

\* delete as appropriate

49 NORTH PARADE

ABERYSTWYTH, CEREDIGION

on the 5<sup>th</sup> day of June 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  
John Ernest Brian Williams DIRECTOR  
D.M. Lucas DAVID MICHAEL LUCAS, Director

TO BE RETURNED TO  
REGISTERED OFFICE

THURSDAY



\*AU6BQ0IT\*

A16

12/06/2008

24

COMPANIES HOUSE

COMPANIES HOUSE

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 to Companies House)
- ☐ Have you checked whether the new name is available at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)?
- ☐ Please provide the name and address to which the certificate is to be sent

CEREDIGION  
CYSWLLT CONTACT

Y Ganolfan Adfer

The Centre for Recovery

Tîm Cyffuriau Cenedlaethol y Flwyddyn 2006

NATIONAL DRUG TEAM OF THE YEAR 2006



17 March 2008

To Whom It May Concern.

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

Following the Meeting of Trustees on 6<sup>th</sup> 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 17<sup>th</sup> March and thus it has been accepted that none exist.

Name MICHAEL JONES

Name BRIAN WILLIAMS

Position TRUSTEE

Position TRUSTEE

Signature [Signature]

Signature [Signature]



TUESDAY



A48

22/04/2008  
COMPANIES HOUSE

165

# CEREDIGION CYSWLLT CONTACT

Ifan Adfer

YDDYN 2006



The Centre for Recovery

NATIONAL DRUG TEAM OF THE YEAR 2006

## Meeting of Trustees

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

PRESENT:	Signature	Date
Wendy Crockett (Chair of Trustees)	<i>W.M. Crockett</i>	31.3.08
David Lucas (Treasurer)	<i>D. Lucas</i>	31.3.08
Brian Williams (Trustee)	<i>B. Williams</i>	1.4.08
Michael Jones (Trustee)	<i>M. Jones</i>	20/3/08
Nicky Webb (Director)	<i>Nicky Webb</i>	19/3/08
Marty Spittle (Business Manager)	<i>M. Spittle</i>	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.	<b>Apologies</b> None	
2.	<b>Matters Arising from Previous Minutes</b> The minutes were accepted as correct <ul style="list-style-type: none"> <li>A draft web advertising policy was passed on to the Trustees for comment</li> <li>The explanation for differences in the accounts was accepted</li> </ul> It was noted that the joint bid with the Graham Menzies Foundation failed	<b>Trustees</b> Return comments on Web Advertising Policy
3.	<b>Trustee Disclosure (standing item)</b> None	
4.	<b>Change of Name</b> It was agreed that (subject to no strong objections from clients) Cyswllt's name should be changed to <b>Cyswllt - Contact</b> . A notice to clients should be posted informing them of this intention and inviting comment	<b>MS</b> <ul style="list-style-type: none"> <li>Post notice</li> <li>Start paperwork</li> </ul>
5.	<b>Defining Membership</b> It was agreed that Cyswllt's membership comprises the trustees. When a trustee resigns they also resign as a member	

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6.	<b>Friends of Contact</b> 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.	<b>MS &amp; NW</b> To discuss implementation
7.	<b>Ex-clients to join the board</b> It was agreed that <ul style="list-style-type: none"> <li>It would be desirable for ex-clients to be represented on the board.</li> <li>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.</li> <li>The policy covering employees in recovery should be extended to the board of trustees</li> </ul> It was felt that 'Friends of Contact' may form a useful conduit into full trusteeship.	<b>MS</b> <ul style="list-style-type: none"> <li>Distribute policy for review by Trustees</li> <li>Produce &amp; forward draft invite</li> </ul>
8.	<b>Interviews</b> It was agreed that. <ul style="list-style-type: none"> <li>Recruitment training should be identified - to be attended by WC &amp; MS</li> <li>References should always be sought in advance of interview</li> <li>Whilst all candidates must be asked the same set of questions at interview, questions should be tailored to fit the candidates on the shortlist</li> <li>All counsellor candidates will be required to give a presentation</li> </ul>	<b>WC</b> Pass on details of Jacky Long recruitment trainer <b>MS</b> Implement
9.	<b>Trustee Recruitment</b> <ul style="list-style-type: none"> <li>WC has produced a letter to invite GPs from South Ceredigion to join the board</li> <li>An area of the website will be dedicated to trustee recruitment</li> </ul>	<b>WC</b> Email letter to MS for printing <b>MS</b> New website area
10.	<b>Trustee Indemnity Package</b> Copy of indemnity insurance documents passed to MJ	<b>MJ</b> Review for next meeting
11.	<b>Appraisal of Staff &amp; Trustees</b> 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  It was agreed that Trustee appraisals should be carried out annually by the chair with the director providing appraisal for the chair	<b>NW</b> To write staff appraisal policy  <b>WC</b> To implement trustee appraisal
12.	<b>Business Plan &amp; Restructuring</b> 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 <ul style="list-style-type: none"> <li>Increasing referrals to Cardigan and starting Day treatment there –</li> </ul>	

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	<p>recruitment problems have delayed this</p> <ul style="list-style-type: none"> <li>• Employing second support worker - this will be implemented when Sue Lee returns from Maternity leave</li> <li>• Identifying funding specific to eating disorders</li> <li>• Developing a media strategy</li> </ul> <p>And these are expected to be addressed before the year end (April)</p> <p>Points of note are as follows</p> <ul style="list-style-type: none"> <li>• Annie has been identified to undertake outreach work in Machynlleth – when/if funding becomes available</li> <li>• It is likely that an NHS nutritionalist can be utilised to work with eating disorder clients</li> <li>• The police have carried out a schools survey – Penglais pupils felt that they had received effective education on drug &amp; 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</li> <li>• Ivan will take the lead in contacting further secondary schools with the view to expanding delivery of the programme.</li> <li>• Ann Kenny <u>may</u> be interested in delivering the programme to Welsh speaking schools</li> <li>• Accredited training for clients is being researched by the Convergence consortium</li> <li>• Retention rates have doubled</li> <li>• A joint risk assessment is being developed with Social Services and Care Society</li> </ul> <p>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.</p> <p>In addition</p> <ul style="list-style-type: none"> <li>• The proposed management structure was agreed</li> <li>• A further Development Day in April was approved</li> </ul>	<p><b>NW</b></p> <ul style="list-style-type: none"> <li>• Forward draft press responses to Trustees</li> <li>• Organise Development Day</li> </ul> <p><b>MS</b></p> <ul style="list-style-type: none"> <li>• Amend own &amp; Robs job descriptions</li> </ul>
13.	<p><b>Director's update</b> (see report)</p> <p>It was noted that</p> <ul style="list-style-type: none"> <li>• Andrew Kentish has successfully completed his probationary period</li> <li>• External supervision hours will need to be increased</li> </ul>	<p><b>MS</b></p> <ul style="list-style-type: none"> <li>• Adjust supervision budget</li> </ul>
14.	<p><b>Business Manager's Update</b> (see report)</p> <p>The following were agreed.</p> <ul style="list-style-type: none"> <li>• Ideas for accessing statutory funding from all counties in Dyfed Powys</li> <li>• The outline proposal for a lottery bid with Care Society</li> <li>• Further talks with WGCADA regarding an alternative Convergence bid</li> </ul>	<p><b>MS</b></p> <p>Approach Powys, Carmarthen &amp; Pembrokeshire SMATs</p>

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	<ul style="list-style-type: none"> <li>• Prism's lead of the DIP consortium.</li> <li>• Increasing salary levels in future bids</li> </ul>	
15.	<b>Annual Leave</b> It was agreed that <ul style="list-style-type: none"> <li>• <b>Errol</b> will take 1 day's leave from next year</li> <li>• <b>Georgina</b> will be paid for holiday that she is unable to take due to training</li> <li>• <b>Nicky</b> will carry over 5 days and be paid for 3 which she is unable to take due to training</li> <li>• <b>Andrew</b> will carry over 5 days which he was unable to take due to staff shortages</li> <li>• <b>Wynford &amp; Sam</b> will carry over 3 days to next year</li> </ul>	<b>MS</b> Implement
16.	<b>Sue's Hours</b> 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.	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Michael Jones is Trustee in charge of H&amp;S</li> <li>•</li> </ul>	<b>MS &amp; NW</b> Produce reports earlier <b>MS</b> Pass MJ details to Rob
	<b>Date of next meeting:</b> Tuesday 1 <sup>st</sup> April at <b>4.30pm</b>  <b><u>N.B. Finance meeting set for 9<sup>th</sup> April 2 p.m.</u></b>	