

**Head Office**  
Alexandra House  
307-315 Cowbridge Road East  
Canton, Cardiff CF5 1JD  
Tel: (029) 2025 9100  
0800 121 6064  
Fax: (029) 2025 9199  
info@taffhousing.co.uk  
www.taffhousing.co.uk  
twitter.com/taffhousing  
facebook.com/taffhousing



**Taff Housing Association**  
Cymdeithas Tai Taf

**Prif Swyddfa**  
Ty Alexandra  
307-315 Heol Ddwyreiniol y Bont-Faen  
Treganna, Caerdydd CF5 1JD  
Ffôn: (029) 2025 9100  
0800 121 6064  
Ffacs: (029) 2025 9199  
info@taffhousing.co.uk  
www.taffhousing.co.uk  
twitter.com/taffhousing  
facebook.com/taffhousing

Date as postmark

Dear Shareholder

### **Re: Annual General Meeting**

Please find enclosed the following paperwork for the **AGM to be held at 4:00pm on Tuesday 11<sup>th</sup> September 2018 at Jurys Inn Cardiff, 1 Park Place, Cardiff CF10 3UD**

- Formal notice – Agenda, and minutes of last year's meeting
- Guidance Notes
- Annual Accounts
- Application to become a Board Member
- Nomination form
- Proxy form
- Shareholder Choice Award

Our full annual report is electronic again this year and can be accessed via our website: <https://www.taffhousing.co.uk/corporate-reports/> from 31<sup>st</sup> August 2018.

There are two Tenant Member vacancies one as a result of a routine retirement. In addition, there is one Ordinary Member vacancy due to a routine retirement.

The total number of vacancies is therefore:

- 1 Ordinary Member
- 2 Tenant Members

**A shareholder must nominate anyone who would like to stand as an Ordinary Member (unless that Member is a retiring Board Member).**

**Nomination forms must be returned to me by Thursday 6<sup>th</sup> September 2018** to ensure they are valid. Anyone applying to become a Board Member must also fill in an **application form, which must also be returned by Thursday 6<sup>th</sup> September 2018.**

The skills/attributes we are particularly looking for this year are:

- *Health, Social Care & Support, in particular a knowledge of funding regimes and procurement*
- *Accounting & Finance*
- *Regeneration, community development, social enterprise*
- *Asset management & development*

*We are keen to ensure gender balance and ethnic diversity on our Board, so applications are particularly welcome from members of the BME community and/or women.*

If you would like to discuss what's involved in being a Board Member, please contact me for an informal chat.

If you cannot come to the meeting, you can fill in a Proxy Form, which will give the Chairperson, Keith Edwards, the right to vote on your behalf. This is important, so please fill in a proxy form and return it to us by Thursday 6<sup>th</sup> September 2018 if there is any doubt you will be able to attend.

We look forward to seeing you at the meeting.

Please do not hesitate to contact me if you need any further information.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K Innes', written in a cursive style.

**Kathryn Innes**  
**Company Secretary**

**ANNUAL GENERAL MEETING**  
**Tuesday 11<sup>th</sup> September 2018**



Taff Housing Association  
Cymdeithas Tai Taf

**In accordance with section D8 of the Association's Rules, the following is a list of:**

**1. Members Continuing in Office:**

<b>Ordinary Member</b>	<b>Tenant Member</b>
Keith Edwards	Heidi Beverstock
Michelle Davis	Keith Abdi
Samantha Taylor	
Andrew Knight	
Dianne Bevan	
Luke Hodge	
Natalie Bell	

**2. Members Seeking Re-election**

<b>Ordinary Member</b>	<b>Tenant Member</b>
Michael Jones	

Sue Carleton (Tenant) has decided not to stand for re-election.

**3. Current Co-optees**

Ibrar Mian  
Elke Winton  
Vacant position

**4. Tenants Standing for Election**

Natalie Jones

**5. Ordinary Members standing for election - will be posted on our website after Thursday 6th September 2018.**



**Notice Is Hereby Given that the  
Annual General Meeting  
of**



Taff Housing Association  
Cymdeithas Tai Taf

**will be held on  
Tuesday 11<sup>th</sup> September 2018  
at 4.00pm at  
Jurys Inn Cardiff  
1 Park Place, Cardiff CF10 3UD**

**Only Shareholders may vote, but all are welcome to attend**

**AGENDA**

- 18.01** Chair's Welcome
- 18.02** Video of the Year
- 18.03** Apologies/Proxies Received
- 18.04** Minutes of AGM 2017 For Approval
- 18.05** Audited Accounts 31.03.18 For Approval
- 18.06** Annual Report of the Board For Information
- 18.07** Appointment of Auditors For Approval
- 18.08** Election of Board Members For Approval

**End of Formal Meeting**

**Following the formal meeting there will be a showcase of our  
achievements**

# How to find the venue

Jurys Inn Cardiff is located right in the heart of this historic and vibrant city. The hotel is a 5 minute stroll from the nearest train station Cardiff Queen Street station. The nearest bus stop is just a 2 minute walk away on Greyfriars Road.

## Driving Directions around the hotel (see map below):

### Arriving (Red Arrows)

Head west on A4161 and continue to follow. Turn left onto Kingsway, continue left onto Greyfriars Rd and then turn right onto Park Place. Take a left before Bellini's into the car park.

### Leaving (Blue Arrows)

Turn onto Park Place and continue until the first set of traffic lights. You can turn right or left onto the A4161 or continue straight onto Park Place.



## [Cardiff Queen Street Station - 0.2 miles](#)

By foot

Jurys Inn Cardiff is a 5 minute walk from Cardiff Queen Street station. When leaving the station, take a right on Station Terrace, turn left onto Queen Street and then turn right onto Park Place. Jurys Inn Cardiff will be on your right on Park Place.

## [Car Parking](#)

We have on-site car parking available for 55 cars, including 2 accessible spaces which are available on a first come, first served basis, at an additional charge of £15 per night. There is also an NCP near the hotel on Greyfriars Road where guests can park for £24 per 24 hours. Jurys Inn Cardiff can validate guest parking tickets for this car park giving a 15% discount on this charge.

Please note, it is possible to reserve complimentary parking spaces for Blue Badge Holders.

## [Greyfriars Road Bus Station - 0.1 miles](#)

By foot

Jurys Inn Cardiff is a two minute walk from Greyfriars bus stop (Stop GL). Walk to the end of Greyfriars Road and take a right onto Park Place. Jurys Inn Cardiff will be on your left

	<p><b>MINUTES OF THE ANNUAL GENERAL MEETING OF TAFF HOUSING ASSOCIATION HELD AT 4:00PM ON THURSDAY 12<sup>th</sup> SEPTEMBER 2017 AT CARDIFF CITY FOOTBALL STADIUM, LECKWITH ROAD, CARDIFF</b></p> <p><b>PRESENT:</b></p> <p><u>Board Members/Shareholders/Tenants:</u> Keith Edwards (Chair), Andrew Knight, Dianne Bevan, Heidi Beverstock, Sue Carleton, Ibrar Mian, Natalie Bell, Simon Dawson, Mark Grennan, Mary Hayes, Samantha Shaw, Fanwell Tandi, Befhar Khoshnevis, Harry Cozens, Sheila Cozens, Khawani</p> <p><u>Staff in Attendance:</u> Elaine Ballard, Hayley Selway, Amanda Jones (minutes), Lynne Williams, David Cox, Mary Bird, Joshua Dowdall, Jackie Amos, Rhodri Thomas, Sophie Lewis, Clare Dickinson, Annette Kerr, David Davies, Sara Brock, Bex Gingell, Erica Reed, John Askey, Sean Dickson, Caroline Davies, Trevor Fletcher, Holly McAnoy, Clare Hollinshead</p> <p><u>Auditors:</u> Harri Lloyd Davies (Bevan &amp; Buckland)</p> <p><u>Other Organisations:</u> Cllr Susan Elsmore (CCC), Richard Whittaker (Barclays), Sian Hartstill (Prince's Trust), Bill Vaughan, Katie Dalton (Cymorth Cymru), Sian Jones (Blake Morgan), Yvonne Davies (Hugh James), Steffan Harries (LRM Planning), Gareth Harris (Strong's), Matt Moss (Tony King Architects), David Wilton (TPAS Cymru), Steve Griffiths (Hales Construction), Rob Spear (Sevenoaks Timber Framing), Gary Cosgrove (Cosgrove), Janet Beechamp (Cardiff Met), Clare Rogers (Newport Council Supporting People), Eric Henderson</p>	<p><b>ACTION</b></p>
<p><b>17.01</b></p>	<p><b>Chair's Welcome</b></p>	
	<p>The Chair welcomed those present to this evening's Annual General Meeting and informed them of housekeeping information, what the meeting will focus on and what will follow the main meeting.</p>	
<p><b>17.02</b></p>	<p><b>Apologies &amp; Proxy Votes</b></p>	
	<p>Elaine Ballard (EB) stated that apologies had been received from the following:</p>	
	<p><u>Board Member/Shareholders/Staff:</u> Gill McQuade, Ashleigh Jones, David Ellis Jenkins, John Ramsay, Mike Jones, Angharad Roberts, Michelle Davis, Kate Innes</p>	
	<p><u>Tenant Shareholders:</u> Sue Stephens, Wayne Stephens, Lorraine Borde, Pamela Hanlan</p>	
	<p><u>Tenants:</u> Muriel Slee, Michael Walker, Timothy O'Brien, Terence Best, Ian Matley, Winnie Tandi</p>	
	<p><u>AMs, MPs and Cllrs:</u> Cllr Abdul Sattar (Grangetown), Mark Drakeford AM, Cllr Lynda Thorne</p>	
	<p><u>Other Organisations:</u> Len Richards (Cardiff &amp; Vale University Health Board), Pam Toms (Vale of Glamorgan Council), Bonnie Navarra (South Wales Police), Chris O'Meara (Cadwyn HA), Judith Paget (Aneurin Bevan University Health</p>	

	<p>Board), Carol Kay (Welsh Government)</p> <p>EB confirmed 13 proxy votes received: 6 from Shareholders (2 of which are Tenant Shareholders) and 5 from Tenant proxies.</p> <p><b>17.03 Minutes of AGM 2016</b></p> <p>The minutes of the AGM 2016 were approved as a true record</p> <p>Proposed: Harry Cozens/James Rides Seconded: Heidi Beverstock</p> <p><b>17.04 Financial Statements 31.03.17</b></p> <p>Lynne Williams presented the Financial Statements for the year ended 31.03.17 in the absence of Kate Innes.</p> <p>Samantha Shaw queried the acronyms used such as UKGAAP &amp; FRS102. LW explained that these are the financial standards that are adhered to when report on the accounts.</p> <p>The Chair formally introduced the External Auditor, Harri Lloyd Davies of Bevan &amp; Buckland.</p> <p>Harri Lloyd Davies read out the first, second and last paragraphs of page 5 of the Financial Statements highlighting a clean audit report signed by Bevan &amp; Buckland on 21.07.16</p> <p>Following a request from the Chair, the following questions were raised:</p> <ul style="list-style-type: none"> <li>• Harry Cozens (HC) - DLU has been a successful service over the last year will there be opportunities for apprenticeships and an expansion of the service? Hayley Selway (HS) explained that the DLU was originally set up to improve customer service and from the statistics received tenants are happy with the service. There is an appetite to expand the service and provide apprenticeships but there is still work to be done in relations to costs before this can happen. HC advised that the Welsh Office are promoting apprenticeships for SME is this something Taff will participate in? HS advised that the organisation will participate in the Apprenticeship Levy which will provide opportunities to train individuals.</li> <li>• Mary Hayes queried if the pension issue that was advertised on the news today would affect Taff in any way? It was advised that the issue raised related to Public Sector organisations only and would not affect Taff.</li> </ul> <p>Following the questions the Financial Statements were approved.</p> <p>Proposed: Samantha Shaw Seconded: James Rides</p> <p><b>17.05 Annual Report</b></p> <p>EB presented the Annual Report on behalf of the Board of Management highlighting the achievements and challenges of the past year.</p>	
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Samantha Shaw queried who could be lobbied regarding the Supporting People Campaign. The Chair asked Katie Dalton of Cymorth Cymru to respond. Katie Dalton advised both CHC and Cymorth Cymru have a campaign at the moment further information can be found on their websites but ideally people should contact their local politicians and councillors highlighting the importance of homelessness and supporting people. There is also a Twitter account #supportingpeoplewales.

The Annual Report was accepted with a show of hands.

**17.06 Appointment of External Auditors**

On behalf of the Board of Management, the Chair recommended that Bevan & Buckland be reappointed as External Auditors for the coming year and requested a show of hands of approval.

Following a show of hands, it was unanimously agreed that Bevan & Buckland are appointed as External Auditors for the coming year.

**17.07 Election of Board Members**

The Chair handed over to EB to carry out the elections.

EB explained the two parts to the Board Member election process:

Firstly, that there were two vacancies for Tenant Board Members, one as a result of routine retirement, one as a result of the resignation earlier in the year.

EB stated that there was one candidate (Keith Abdi) for the two places, and confirmed that under Rule D11.4, if the number of candidates is the same as the number of vacancies, the Chair may declare the candidates duly elected.

The Chair confirmed that Keith Abdi was duly elected.

EB moved to the second part, the election of Ordinary Board Members explaining that:

- There were **4** scheduled retirements of Ordinary members. Members that were required to step down after each 3 year term, and after a maximum of 9 years, unless there is a business case for continuation, Jane Pagler and Rod Perons have both served more than 9 years, and have both decided to step down after tonight. Both have been instrumental in making Taff the strong organisation it is today, and the Chair formally thanked both Rod and Jane for their contribution to Taff
- Michelle Davies and Dianne Bevan are also retiring by rotation, but both wish to stand again
- There were 3 new candidates Natalie Bell, Luke Hodge and Ibrar Mian
- details of all candidates standing for election were on the ballot sheets handed out to Shareholders on arrival
- the ballot sheets were collected and the voting calculated

The Chair declared that Michelle Davis, Dianne Bevan, Natalie Bell and Luke Hodge are duly elected.

	<p>EB also advised that the Board is proposing to co-opt Ibrar Mian at their next meeting.</p> <p>The Chair thanked those present for attending and all were invited to stay and enjoy the presentations and the buffet that will follow.</p> <p>The formal meeting closed at 4:35pm.</p>	
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**Signed:** ..... **Dated:** .....



Taff Housing Association  
Cymdeithas Tai Taf

## **ANNUAL GENERAL MEETING (AGM): GUIDANCE NOTES**

1. Please return the Reply Slip enclosed to confirm if you are able/unable to attend the AGM.
2. If you are unable to attend the AGM, please complete and return the Proxy Form enclosed by Thursday 7<sup>th</sup> September 2017.
3. If you are considering becoming a Board Member, please read the documents listed below carefully and complete and return the Board Member Application Form by Thursday 7<sup>th</sup> September 2017.
  - **Board Member Application Form**
4. Nomination Form – this is for you to nominate/or someone to nominate you if you are considering standing for election as a Board Member.
5. Shareholder Choice Awards – decide which option you would like to see funded and return your voting slip (or bring it with you if attending)
6. If attending the meeting, you will need to bring the following items with you:
  - Agenda
  - Minutes of AGM 2017
  - Annual Accounts 31.03.18





Taff Housing Association  
Cymdeithas Tai Taf

# APPLICATION TO BECOME A BOARD MEMBER

## SECTION 1:

<b>Name:</b>	
<b>Address:</b>	
<b>Tel No's:</b>	<b>Home:</b>
	<b>Work:</b>
	<b>Mobile:</b>
<b>E-mail address:</b>	
<b>Current or former occupation:</b>	
<b>I am applying as:</b>	A Shareholder but not a Tenant <input type="checkbox"/>
	A Tenant and a Shareholder <input type="checkbox"/>

### **Rule D 12.1**

*“Any candidate for election as a Board Member under Rule D11 shall submit a written statement to the association in such form as the board from time to time determines. It shall set out the candidate’s full name, address, and occupation, whether or not they are a resident and the reasons for their suitability to be a board member”*

- If you are **not** a retiring Board Member, **you will need to be nominated by a Shareholder.**
- **You will also need to be a Shareholder yourself** (please see also Shareholding Application Form).

**Please complete and return the following information by Thursday 6th September 2018.** If you need assistance to complete the form, please contact the Chief Executive.

**Return to:** Elaine Ballard  
Chief Executive  
Alexandra House  
307- 315 Cowbridge Road East  
Cardiff CF51JD  
Tel: (029) 2025 9165 Fax: (029) 2025 9100

This form is available on our website - [www.taffhousing.co.uk](http://www.taffhousing.co.uk)

**SECTION 2:**

Skills you **must** have to become a Board member:

- Integrity
- A commitment to the association
- An understanding and acceptance of the legal duties, responsibilities and liabilities of membership
- A willingness to devote the necessary time and effort to their duties as a member
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak your mind
- An ability to work effectively as a member of a team
- Ability to communicate effectively
- Ability to understand content of Board reports sufficiently to make informed decisions
- In the case of a Tenant, to be able to demonstrate an understanding of the boundaries of this role (i.e. to distinguish between when you are acting as a tenant, and when you are acting as a Board Member)
- In the case of a Tenant, Taff will endorse candidates who have completed the Assessment process.

**Please state below how you think you demonstrate these skills:**

### **SECTION 3:**

Additional skills the Board needs:

- Setting targets, monitoring and evaluating performance and programmes in commercial and non-profit organisations
- Financial management
- Knowledge of the type of work being done by the association, including as a Tenant
- Legal matters
- Fundraising
- The perspective of a member of a black or other minority ethnic community
- Human resources/organisation change
- Development & Regeneration
- Housing management
- Supported housing
- Voluntary sector knowledge or experience
- Information technology /digital transformation
- Public relations and marketing
- Property and asset management
- Business Management
- Experience of setting up and running a commercial or social enterprise
- Employment/training
- Health/social care

**You will need an in depth knowledge of at least one of the above. Please tell us about your additional skill(s).**

**SECTION 4:**

The values of the Association are as follows:

- **Fairness**
- **Openness**
- **Respect**
- **Trust**
- **Honesty**

**Please tell us below how these values fit with your own values.**



**SECTION 5:**

Taff values its reputation very highly, and Board Members must do nothing in their personal or professional lives that would reflect badly on the Association. For this reason, please could you indicate if any of the following apply.

- I have criminal or other convictions that, if known, could damage Taff’s reputation. Yes  No
- I am involved in legal or other disputes with key partners that might reflect badly on Taff. Yes  No
- There is another reason(s) why my Membership of Taff’s Board could be detrimental to the organisation. Yes  No

**SECTION 6:**

Please sign below to confirm you are committed to the Values of the organisation. You are also signing to confirm you have read, understood, and agree to fulfil the obligations on the attached sheet if you become a Board member. Lastly, you are confirming the information discussed in Section 5 is correct. Whilst disclosure will not automatically disqualify your application, failure to disclose such a matter may result in your application being rejected.

Any information disclosed in Section 5 will remain confidential.

<b>Signed:</b>	
<b>Dated:</b>	

## OBLIGATIONS OF A BOARD MEMBER

### **The duties of a board member are:**

1. To ensure that the association complies with its governing document, company law, and any other relevant legislation or regulations;
2. To ensure that the association pursues its charitable objects as defined in its governing document;
3. To ensure that the association applies its resources exclusively in furtherance of its objects, i.e. the association must not spend money on activities which are not included in its own objects, no matter how worthwhile or charitable those activities are;
4. To contribute actively to the board's role of giving clear strategic direction to the organisation, setting overall policy, defining goals, setting targets and evaluating performance against agreed targets;
5. To safeguard the good name and values of the association;
6. To ensure the effective and efficient administration of the association;
7. To ensure the financial stability of the association;
8. To identify, evaluate and manage risk
9. To protect and manage the property of the association and to ensure the proper investment of the association's funds;
10. If the association employs staff, to appoint and support the Chief Executive Officer and monitor his or her performance;
11. In addition to the above duties of all board members, each board member should use any specific knowledge or experience he or she may have to help board members reach sound decisions. This will involve scrutinising board papers, leading discussions, focusing on key issues, and providing advice and guidance requested by the board on new initiatives or other issues relevant to the area of the association's work in which the board member has special expertise.

# NOMINATION FORM

## ANNUAL GENERAL MEETING

Tuesday 11<sup>th</sup> September 2018



Taff Housing Association  
Cymdeithas Tai Taf

### NOMINATION FOR MEMBERSHIP OF BOARD OF MANAGEMENT

Rule D12.2 states that:

*“a candidate who is not retiring as a board member must be nominated in writing by a shareholder”.*

This form is to be used to nominate such shareholders who wish to be elected.

I (*name*).....

Of (*address*).....

Wish to nominate (*name of candidate*).....

Of (*address of candidate*).....

for election to the Board of Taff Housing Association.

This person **is/is not** a tenant of Taff Housing Association. (*Please delete as appropriate*).

Signed (*person nominating*).....

Date.....

Signed (*person nominated*).....

Date.....

Please note that all nomination forms should be returned at least three days before the date of the AGM (**i.e. by 12 noon on Thursday 6th September 2018**) to:

**Taff Housing Association,  
Alexandra House, 307-315, Cowbridge Road East, Cardiff CF5 1JD**



SHAREHOLDER **PROXY FORM**



Taff Housing Association  
Cymdeithas Tai Taf

**Annual General Meeting**  
**Tuesday 11th September 2018**

I .....

of .....

in the County of Cardiff, being a member of Taff Housing Association,  
hereby appoint Keith Edwards (Chair of Taff Housing Association) as my  
proxy to vote for me and on my behalf at the Annual General Meeting of  
the Association to be held on the 11th day of September 2018, and at  
any adjournment thereof.

Signed: .....

AS WITNESS my hand this ..... day of ..... 2018

**Please note that all Proxy forms should be returned at least two  
working days before the date of the AGM (i.e. by 12 noon on  
Thursday 6th September 2018) to:**

**Taff Housing Association,  
Alexandra House, 307-315, Cowbridge Road East, Cardiff CF5 1JD**





# Shareholders Choice Award



Adore Cardiff, Taff's Sales & Lettings Agency, has expanded into house sales and created 'The Shareholders Choice Award' with the profits they have made. This will help fund the little extras that can benefit the people who Taff works with. Shareholders get to decide how the money is spent. There are plenty of options shareholders can choose from below or available online at <https://www.taffhousing.co.uk/become-a-shareholder/> ... )

Shareholders are asked to vote, either by email or in person at the AGM on September the 11<sup>th</sup>.

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**Option 1/8** Cooking on a budget sessions – If you choose this project you will be benefitting tenants and service users who are on a low income - providing them with the knowledge to make a budget go further whilst promoting healthy eating. New skills will be learnt that can be passed down generations and new friendships can develop. There's money to be saved if you chose this little piggy.

**Option 2/8** CSCS cards - **CSCS** are the leading skills certification scheme within the UK construction industry. **CSCS cards are essential in the UK** and provide proof that individuals working on construction sites have the required training and qualifications for the type of work they carry out. Many of the Syrian Families that Taff Support have experience in the construction industry and need this card to be able to continue their trade in the UK. This card is a big expense for the families, so help kick-start their life in the UK and open up work opportunities by choosing this option.

**Option 3/8** Independent Living Packs - Cardiff Foyer is a housing and support project for homeless young people and it assists residents to develop essential skills for independent living while they undertake employment, education or training. When residents have developed the skills to manage a tenancy independently this option would provide an independent living pack of essentials for their new home. Kickstart an independent life by choosing this option.

**Option 4/8** Self Defence lone working training day - Help to keep people safe by choosing this option. With the increased demand for people to work in the care industry, many are entering the jobs without proper training. Would you know what to do if a situation became dangerous? This course will teach tenants, support users and community members how to deal with a situation and keep themselves safe. You can help keep people safe with this option.

**Option 5/8** Crèche for food safety course – Help those with child care responsibilities access training by choosing this option. Choose to fund a Crèche for the children of those attending this course which will help increase their employability. The accredited training is a must for anyone wanting to work in the hospitality industry but also enhances food hygiene in the home. Give everyone an access to training by choosing this option.

**Option 6/8** Volunteer team building day – As part of Taff's Building Futures programme we have the delight of mentoring volunteers to increase their employability across many

different job roles. With this option we can show appreciation for their voluntary contribution and provide a day that combines new skills, confidence building and fun. Help Taff give credit to those who give so much to our community.

**Option 7/8** Visit to Folly Farm- Ty Enfys Mothers are young, homeless and have had a harrowing start to life. Many cannot afford to make 'day out' memories with their child. Provide an experience and help fund a trip to Folly Farm for these young mothers and their babies. Help provide a memory that will last a lifetime.

**Option 8/8** Life skills day – Young, homeless women reside at Ty Seren Hostel. A life skills day is their opportunity to learn new skills, have fun and share new experiences whilst learning confidence, trust and self-belief. Help create memories whilst building skills for independence with this option.

Which options get your vote?		
You can vote for up to 3 projects – please put your favourite as '1', next '2', last '3'		
Option 1/8	Cooking on a budget sessions	
Option 2/8	CSCS cards	
Option 3/8	Independent living packs	
Option 4/8	Self Defence lone working training day	
Option 5/8	Crèche for food safety course	
Option 6/8	Volunteer team building day	
Option 7/8	Visit to Folly Farm	
Option 8/8	Life skills day	

Once you've decided which options you would like to vote for, you can either bring the form with you to the AGM or you can return it in the prepaid envelope provided.