

NOTES ABOUT ORGANISING A VISIT TO COLEG TREFECA

Thank you for enquiring about visiting Trefeca. We look forward to welcoming you.

If you have not arranged a visit to us before, then these guidance notes should help you to work out the steps necessary to organise your visit. There is quite a lot of work for one person, so you may wish to get a small group together to share the work. However, it is important that members of your group and we at Coleg Trefeca know who to contact with queries, so please let us have a single contact name.

Please feel free to contact us to ask for any advice you may need. The sooner we know of any difficulties, then the better we are likely to be able to help you.

Paying the deposit

Coleg Trefeca is subsidised by the Presbyterian Church of Wales, and we incur administrative costs as soon as a booking is made. We therefore ask for a non-returnable deposit at the time of booking. This will be deducted from your final bill assuming you do come to stay here, but will be retained to cover our costs if you are unable to make it.

If the sum asked for is too great for you to raise yourself, then approach your church, Presbytery or organisation to see if they might be able to help.

How much should I charge?

We do our best to quote an “all-inclusive” price, covering use of all our facilities. However, in setting the price for members of your group you will need to add:

1. The cost of transport. (If you are bringing a group of 25+ using a hired coach, we will accommodate the driver free of charge. Please check arrangements with the office).
2. The cost of any outings you may arrange.
3. The accommodation and travel expenses and fee for any outside speakers. (If you are bringing a group of 25 or more, we will offer a free place for one leader).
4. We ask you to supply your own flipchart paper, OHP transparencies, equipment for arts and crafts, etc. We charge 10p per sheet (15p double-sided) for photocopying.

What if some of us cannot afford the cost?

It is our policy that no-one should be prevented from coming here purely because of the cost. You may be able to help each other within the group, by charging those in work slightly more in order to offer a discount to pensioners or others of limited means. Your church, Presbytery or organisation may also be willing to offer some help.

If the above kind of solution is not possible, then please get in touch with us. Coleg Trefeca has access to discretionary funds to make everyone’s visit affordable.

When should people book?

As a rough guide, we would suggest the following timetable:

up to 12 months before: Have a list available for people to sign to commit themselves. It is in your interest to ask each person to pay a deposit (say, £5 or £10 per head).

6 months before: Produce a detailed programme for all participants. We will be happy to help with the details of timings, etc. If you are short of people, or there are other difficulties, discuss them with us and with those involved. Don’t let things drift!

2 weeks before: Your closing date for bookings or withdrawals. Make sure you have details of any special dietary requirements or other needs (e.g. ground floor rooms, disabled facilities, etc.). Confirm transport, speakers and outings.

10 days before: Contact Coleg Trefeca with final details.

What should I include in the programme?

By all means contact us to discuss ideas. The following ideas may start you thinking:

- Check with your group whether they want a holiday, a conference, or a mixture.
- At the start of your visit, we would appreciate an opportunity to welcome you and say a little about Trefeca, its history and its work today.
- If you are here for the weekend, a **free Saturday afternoon** is usually appreciated to walk or look around the area – see below for what's available locally. If you are here for the week, then a **day trip (usually on Wednesday)** is popular. A packed lunch can be arranged. We have a selection of leaflets outlining local attractions. Please ask.
- We will be happy to assist in leading parts of your programme if you wish – with some advance notice! You are welcome to join us for **Teulu Trefeca prayers** on weekday mornings at 9.15-9.30am.
- Don't overload the programme – you could always come back next year.
- It is as well to have a few ideas in reserve in case of difficulties or bad weather. There are far more fine weather than wet weather attractions in the area, so plan ahead.
- Please arrange your programme around meal times given in the *Notes for Leaders*.

What's available locally?

Talgarth is 1 mile from Trefeca. You need to take care if walking along the road, as there is no footway. The following facilities are available in Talgarth:

- NatWest Bank (open Mondays & Fridays only 10.30am-2.30pm). There is no cashpoint, but there is a Link machine at:
- Co-op general store (open 8am-8pm Mon-Sat, 10am-6pm Sunday), including a Post Office (open 9am-1pm Monday to Saturday & 2pm-5.30pm Mon/Tue/Thu/Fri)
- Newsagent (open 6am-6pm Monday to Saturday, 6am-12.30pm Sunday)
- Tourist information centre (10am – 4pm except Mondays other than Bank holidays; open some days of the week only during the winter)
- Doctor's surgery and Dispensing pharmacist (open 9am – 5.30pm Mon-Sat)
- Fish & chip shop and Chinese takeaway
- Swimming pool and leisure centre (at Riverside Caravan Park. Open Easter to October 10.30am-9pm Monday to Friday; 10.30am – 5pm Saturday & Sunday)
- Presbyterian, URC, Baptist and Anglican churches

Brecon is about 8 miles away, and has branches of all main banks (with cashpoint machines), Boots, W H Smith, Woolworth's, Safeway, Co-op, KwikSave, etc., as well as innumerable cafés and craft shops, a large leisure centre, a theatre and a tourist information centre. There are 11 places of worship.

Hay-on-Wye is also about 8 miles distant, and is famous for its many second-hand bookshops. There is also a Craft Centre, a number of cafés and a few other shops. There are Baptist, Evangelical, Anglican and Roman Catholic churches.

Trevor Lewis, Mair Jones - Wardens
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