Neuadd Bentref Llanddona Village Hall

Pwyllgor Committee Meeting

**Minutes**

Chair: Jean Matthews.

Present: Amy Hayes, Simon Hunt, Jean Matthews, Peter Sterndale Bennett, Carys Roberts, Miriam Williams, Andrew Perrott.

**1. Apologies.** Rhian Hughes, Irene McTeer, Ann Roberts, Helen Abel, Nicky Thomas, Kate Gwilliam, Robert Macaulay, Hanna Baguley.

**2. Minutes from the last meeting.** Approved as correct.

**3. Matters Arising (that are not listed below)**

* Visit with the County Council Archives; Rhian to organise after the next Through the Ages event in April. **Ongoing**.
* Update on Seiriol Alliance funds for defibrillator (Rhian). **Ongoing**.
* Rhian to ask at the pub about whether the defibrillator could be stored there long term. **Ongoing**.
* Progress with Richard Kelly of “From here to Absurdity” regarding holding activities in the hall in 2019 (Sarah). **Ongoing**.
* Following Steve’s suggestion, Jean to check about getting a copy of the most recent "fixed wiring inspection" off the council. --Jean obtained the most recent document, which is 2008; It has been given to the architects.
* Andrew to work with PTA on contacting Dr Gwynne Jones of the County Council regarding the missing equipment belonging to the PTA. **Ongoing**.
* Translation of the notes from the Open Meeting is still pending. **Action: Miriam will send to the Committee.**
* Robert to look into whether we can reclaim the VAT associated with school building project costs (item carried over from last meeting). Jean reported that the school building does not qualify for zero rating as conversion of a redundant building because that only applies to residential properties. **Action: Steve Bristow is looking into further questions.**
* Rhian to email Angela Thorne regarding fundraising. **Ongoing.**
* The Hall Policies sub-committee to arrange a meeting with Steve Bristow to discuss what policies will be needed. –Amy, Sarah, Helen, and Steve met and discussed various policies, the health & safety policy being the most urgent because a H&S control system must be in place prior to contractors starting work on the school. The architects are responsible for creating this document but the committee should scrutinise it and amend as necessary. Steve has offered to help Peter (VH H&S officer) with the process. **Action: Amy to send relevant materials from the architects to the subcommittee.** For the H&S policy covering operation of the new hall, a fire risk assessment needs to be done preferably before construction starts in case any structural alterations are needed (e.g. wider fire exits). Jean said that the fire report has been checked by North Wales fire, but capacity was a– **Action: Jean will send the subcommittee the report, and speak to Jane Honey about procedures.** Other policies - Helen is taking on the Safeguarding policy.  **Action: Jean has the safeguarding policy for the bat group and will send to subcommittee. She will also send the data protection information from the bat group, as we will have to address this to comply with new European rules.** Additionally, the subcommittee spoke about the liability that we have as trustees. The Committee discussed looking into whether we can set up the VH as a limited liability or community interest company. It was suggested that The Wales Cooperative should be able to help. **Actions: Amy to circulate to the Committee information about trustees’ liability; Amy to set up another meeting with the subgroup to move forward with the issues identified so far.**

**4. Grants and purchase of school**

Big Lottery. Jean spoke with a Big Lottery representative who is processing our application; it will go to committee end May and decision early June. The representative remembered some things from our last application that we didn’t include this time; she will add those in.

Welsh Government Grant. Progress report due 21st April for last month. We have to revise the dates, but we can’t do that until we know when we will get the building.

Purchasing the school: The officers handling the loan need approval from the Executive before they can give us the loan, because there is a gap of time where the loan is unsecured. Mark Jones asked Jean to write a justification for why this should be presented to the Executive for approval April.

Progress with Tender: It has been a long process to get registered on Sell2Wales; it has to be there for 30 days which would put it to the middle of May.

Isle of Anglesey Charitable Trust. Simon and Jean contacted them to make sure the timing of their funding will match the proposed timetable. We can claim from them on a monthly basis.

We will have to provide insurance. We have not acted on this. **Action: Jean will contact Donald Insall about this.**

**Action: Carys will ask if our company provides insurance for buildings under construction; Peter will speak with them about what they require.**

**5. Treasurer's report.**

Balance is approximately £39k. Money from Saturday’s Celebration event (approx. £79) will go in; to be used for defibrillator. Second WG submission has been done.

The accounts are almost ready to go to the accountant. We need figures from Dog Club and Choir and one more bank statement, then it can go to the accountant.

£1,700 spent from Celebration Grant out of £1998; some bits still to charge from the events.

**6. Recent and upcoming activities**

Saturday 24th March – Easter Fair, 10-12noon in the Hall. Approximately 100 attended.

Tuesday 27th March—Young Farmers booked hall for an extra meeting.

Sunday 8th April –fund raiser for Young Farmers. Approximately 110 attended. £630 was raised for MS charity and Young Farmers.

Saturday 14th April – Through the Ages event, 10am – 4pm in the hall. Approximately 80 attended; approx. £79 raised. Over 50 field names were gained and more will be acquired.

Sunday 24th June 2018—Marian Pritchard has booked hall for the annual Gymanfa Ganu.

Sunday 1st July 2018— 5th annual Community Bike Ride; hall will need to be open for refreshments and marshals needed. **Action: Amy to circulate advertisement flyers from Steve MacVicar and will contact Young Farmers to find out how many marshals they will provide. We will recruit 3 people to be in the hall.**

7. Any other business. Helen Evans said there is an article about buying the school. **Action: Carys will circulate to the committee.**

We now possess a laminator machine—Amy will keep hold of it.

**Date of next committee meeting: May 15th 2018, 7pm.**