Neuadd Bentref Llanddona Village Hall

Pwyllgor Committee Meeting

16 April 2019 at 7pm in The Old School

**Minutes**

**Present:** Amy Hayes, Simon Hunt, Dot Haselgrove, Helen Abel, Ann Roberts, Miriam Williams, Jean Matthews, Carys Roberts, Sarah Walczak, Hanna Baguley, Andrew Perrott, Nicky Thomas, Rhian Hughes.

**1. Apologies.** Kate Gwilliam, Dave Haselgrove, Lesley Percival, Clare Hay.

**2. Minutes from the last meeting.** We will postpone verifying the minutes until next meeting, to give people more time to read them.

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

* Sarah to book “From Here to Eternity.” We decided on 16 May 2020. **Action: Sarah will confirm the date with the performers.**
* When the Land registry name change is finalised, Amy to contact the Charity Commission about the new building-- we are waiting to hear from Land registry.
* Amy to notify Access (our insurance brokers) of the date the contractors move out-- not yet relevant.
* Card for Peter S-B. Card was circulated this evening for signing and will be dropped off.

**4. Refurbishment of the School and Grants update**

General update. The final inspection by the QS is tomorrow. It had originally been hoped that the contract could be signed off, but some work is still yet to be done. We looked around the building, and things generally appear as expected. The contract work appears to be nearly finished, although there are still jobs to be done, for example to correct the outside ramp so that water does not pool, and to improve the landscaping. They will have to bring cleaners in as well. The electricity upgrade is finished. The defibrillator box has been fitted outside but will have to undergo checks.

The Environmental Health visit. Sarah and Jean had a very successful meeting with them on 3/4. They suggested that if we will be running children's activities then we might save some of the small toilets and sinks so we can install them when we have funding. They gave us materials to use for posting information in the kitchen, and they especially emphasised that allergies are a major concern and ingredients in food served will need to be listed. The premises does not need a food hygiene certification; it is up to the groups using the kitchen to have their own certification. But we need to keep users notified of required procedures. They recommended that we use antifungal paint on areas that will not be covered with the kitchen cladding, and they thought the section of work surface that folds up may be dangerously heavy. For food safety they suggested getting a tall refrigerator that can store lots of trays of food and that when BBQing meat we should use a temperature probe. When the refrigerator is used we should follow a practice where the refrigerator temperature is noted down at the start and finish of the event. They discouraged us from registering with them.

Progress with Cooker. On hold until we complete the contract and get possession of the building.

Grants. We have claimed all the money from the Isle of Anglesey grant. We won't know how much grant money we have left in the Big Lottery grant until we get the final invoices from the renovation. We hope to have money left to get the cooker and refrigerator.

Jean reviewed the types of activities that we have said, in our grant applications, that we will provide, and the types of data we need to collect to report our grant outcomes. Our primary outcome is to help people feel less isolated. For this we will measure attendance at events, and we will need to obtain some measure of how people's feelings of isolation have changed. We don't have a clear baseline measure of current feelings of isolation, although we do have measures from consultations done some time ago. So we will probably design questionnaires that ask people whether their feelings have changed since opening the new hall. We discussed whether anyone from the University might be interested in collecting data, but Amy didn't think it seemed promising for this particular project, based on her discussions with University staff. We discussed whether Delyth of Cwlwm Seiriol might be able to help.

Recruitment of builders to help with decorating. **Action: we will hold an evening meeting to meet with builders, but this is on hold until we get possession of the building.** We also plan to recruit someone who can organise the work.

**5. Using the new building**

Recruitment of Hall Policies officers. Hanna's father-in-law, Nick, is willing to be involved with hall policies and health & safety, as he does this sort of work for the Beaumaris Town Council. For this role, we need someone who can help conduct the risk assessment for the new building (with help from Rhian's colleague Elfrin) and who can make sure that the H&S policy is complied with by groups using the building and is updated as needed. We also need someone to oversee communicating the various other hall policies to user groups and updating those policies as needed, too. **Action: Hanna will speak with Nick about how much of the role he is willing to take on.** Helen has kindly agreed to take on the role of overseeing the child protection policy.

Meeting with volunteers to bring people forward for various roles. **Action: We will schedule this meeting with volunteers once we have possession of the building.** In the mean time, we will try to spread the word that we are looking for people to fill roles. Amy would like someone to take over the Secretary position when possible. **Action: Rhian will speak with Jose Ann, who was a potential person to take up the Treasurer position.**

Cwlwm Seiriol has asked if they might use space in the school for storage of spades etc. and for occasional office space. We agreed that in principle it is fine, but we don't know yet what space will be available, and what other groups might want storage. We decided the locked compound outside (formerly the school garden) might be the most appropriate storage space for Cwlwm Seriol.

Hall fees, including for voting. We need to let Ynys Mon know how much we will charge for using the hall for the European elections. We decided on at least £500. **Action: Miriam will see if she can find out what other halls are charging and will let Amy know.** We also need to review all our other hall fees; we decided to ask Llangoed VH for their list of fees. **Action: Rhian to ask Geraint.**

Dog Club. We discussed whether there might be a way to accommodate the dog club in the new building. The dog club have met in the village hall for decades and have contributed to keeping the hall going during periods when few others were using the hall. We would like to be supportive of them and as inclusive as possible. But at the same time, we want to be sensitive to people who are put off by dogs, particularly for hygiene or allergy reasons. The person conducting the Environmental Health visit said that dogs are okay from their perspective as long as they are kept out of the kitchen. We agreed that hosting the dog club could only work if the club cleans very thoroughly after each session. We know there are people who would not be comfortable with dogs in the main room, and we discussed whether one of the side rooms could be used. The room that currently is storing things from the old hall could possibly work as it has a separate entrance, although it is a fire exit and so would have to be opened from the inside. There is currently carpet in that room, so that would have to be changed. **Action: Andrew to look into flooring, including removable floorings; Big Lottery Awards for All might be a potential funder.** We also noted that ideally we will want to put a fence around the outdoor play structures to keep dogs out. Aside from the dog club we also discussed more generally which areas of the hall might be most appropriate for access with muddy boots and possibly dogs. We had originally thought that the area that includes the sunken floor might be best for this role because it could serve as an interpretation area that could be open for visitors to use the toilets and learn about the Llanddona area while the rest of the hall is locked.

Website & VH email. Our current website was created by Christine; we have tried to update it but no one has been able to figure out how to make changes, and we don't have the password for the email account. **Actions: Andrew will ask Mike Ty Capel if he'd like to see if he can help us with it.** **Carys will contact Christine to see if she still has the password.**

**6. Grant applications**

North Wales Police community fund. We were successful in the voting round. The £2,500 will be put toward the radiators.

Welsh water (£1,000). Rhian has submitted this. Closing date is end of May.

Young Farmers grant. Ongoing.

Calor Gas (£5,000). Closing date: 28/4. **Action: Rhian to submit this for kitchen equipment.**

Abby Tweed's suggestions: Lloyds TSB Foundation and Moondance Foundation. Ongoing.

Waitrose fundraiser will last through April.

Donations for the inside decorating materials. Carys contacted CL Jones, and we are to give them a list of what we need. **Action: Ask Hywel where he got materials (possibly Huws Gray) and we will ask them for donations as well.**

Helen to look into grant applications during the Easter break-- Ongoing.

Paypal Giving Fund. Hanna looked into this and it looks worthwhile. We would have to set up a business account. **Action: Hanna to set up account.**

**7. Fundraising plans**

Happy Homes low carbon initiative. They are going to organise an event in the pub.

Solar Panels. Simon found out from Neil Johnson that there may still be funding available for us to put solar panels that we would own on the school.

Menter Mon Community Hub funding. Rhian spoke with Carwyn about who to contact about broadband; Carwyn will look into it.

Rotary. No response from them yet.

Advertising our request for donations and volunteers. The door-to-door flyers to go to Wern is ongoing. Hanna sent us the draft leaflet to go on facebook. **Action: send Hanna any "before" pictures of the school.**

**8. Treasurer's report.**

Balance as of 15/4 is £36,907.85 credit. That includes £12,701.16 in from Ynys Mon; £34.91 from Scottish Power; £5.72 from Ziffit (this from Andrew; a convenient way to get revenue from book donations). We paid the cleaner £40. We still have the hire of the storage unit to pay, as well as the final invoices.

**9. Recent and upcoming activities.**

23 June-- Cymanfa Ganu. **Action: Amy to let Marian know that Rhian will contact her about available kitchen facilities as the time gets closer.**

**10. Any other business.** We will send a card and chocolates to Elaine, our cleaner, who is in hospital.

**Date of next meeting:** Tuesday 21st May, 7pm in the school.