Neuadd Bentref Llanddona Village Hall

Pwyllgor Committee Meeting

6 May 2019 at 5pm in The Old School

**Special Meeting**

**Purpose of meeting: To look at the building now that the Certificate of Practical Completion has been issued and we have possession of the school.**

**Minutes**

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

**1. Apologies.** Robert Macaulay. (Note that there was very short notice for sending apologies).

**2. Condition of the building.**

Most of the contract has been completed, however there are a few things that were in the contract that were not completed. Jean and Simon will give the architects a list of the items that need further work.

The floor was scratched during the contract, and the contractor has agreed to pay us compensation. The sum must be agreed by this Friday. **Action: Rhian will speak with the people who did the new interpretation room floor to find out what can be done for the scratches.**

There are some things that still need doing that were not in the contract. Experienced volunteers could do them or if we have money left we could pay to have it done. Jean sent an email to the Committee today with a list of things that need doing: *Finishing off & replastering where the plaster was damp, one of the windows is cracked, some filling with fire retardant foam to the boiler room ceiling (we have a specification for this), Alwyn the plumber recommended fitting heating controls (I can't remember the details, but we could get a specification and cost from him as he knows the system).* **Action: we will ask for help from local professionals and volunteers (item 4).**

**3. Preparation for the European Elections on May**

We will use the interpretation room for the elections, and the rest of the hall can be closed off. We will use the door that has disabled access. We will need to get the room to a usable state including setting down a doormat and fitting toilet roll dispensers, hand towel dispensers and bins in the toilets. On the day, the step down to the small side-room will have to be blocked off for safety; tables could be used. We will need to set up our new health & safety policy before the elections. **Action: Rhian will contact her work colleague about helping to set that up.**

**4. Volunteers' Work Session**

We set a date for volunteers to help with the work on the building, and also to help us to unload the storage container: **this Saturday, 11th May at 9am onwards. Actions: Nicky will email the volunteers, and Rhian will put a recruitment post on Facebook and especially try to recruit builders and other tradespeople to help out.**

*--end of minutes--*