Neuadd Bentref Llanddona Village Hall

Pwyllgor Committee Meeting

21 May 2019 at 7pm in The Old School

**Minutes**

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

**1. Apologies.** Robert Macaulay, Helen Abel, Lesley Percival, Clare Hay.

**2. Minutes from the last 3** meetings, 2nd April, 16th April, 6th May. These were approved as correct.

**3. Matters arising from 16th April or 6th May (that are not listed below)**

* Sarah to book “From Here to Eternity” for 16 May 2020-- this has been booked.
* Amy to contact the Charity Commission about the new building once the Land registry name change is finalised-- still waiting for Land registry paperwork.
* Amy to notify Access (our insurance brokers) of the date the contractors move out-- done; the date of Practical Completion was 30th April.

**4. Current State of the Refurbishment of the School**

On Fri May 17th the architects met with the contractors at the school, and the architects then met with Jean and Simon. The contractors have done almost everything, at a standard that we will accept. The main outstanding item is that they will replace the floor, like for like, using Mark Morris Flooring. The plan is to do it next week. For any remaining defects, the end of March 2020 is the defect period, i.e. the contractors are obliged to correct any defects until that date. That means that if we find any defects with items of the contract, we need to address them through the architects. We cannot arrange to mend them ourselves or we will not be reimbursed for any costs of the repair. It was raised that the small radiator outside the kitchen door is leaking. **Action: Jean will look into whether the problem with the radiator is part of the contract.**

Defibrillator and box. Tomos Hughes checked the defib box, which was fitted by the contractors, and found that it was not done to specification. However, it was not part of their contract. Tomos Hughes has contacted an electrician, who may come on Friday. The defibrillator itself requires new batteries. It is an old model that requires very expensive batteries compared to new models. We decided it will be more cost effective to replace the defibrillator with a new model at a cost of £800. Steve Macvicar has said that there still is some Seiriol Alliance money that can be used for the defibrillator, and Rhian has asked the Rotary Club for a donation for the defib. We also will be receiving £100 from the Pony Club which could be used.

**5. Prioritising which parts of the school need to be finished first**

We discussed how best to tackle the decorating work that is needed, and especially how we can most effectively organise our volunteers. We made a few decisions about how to approach the task:

* Dave H. will go through each room and recommend what needs to be done. **Action: Dave to let us know when he has put together his list.**
* In every room we will post the list of things that need doing for that room, so that volunteers can easily pick things to work on. **Action: post the lists in each room.**
* Hari will make recommendations for the plastering needed. He has said he can work on it; also James Percival has said he can do touch-up plastering. **Action: Rhian to contact Hari.**
* We thought that we should perhaps start with the office and meeting room so that we can start hiring those out as soon as possible for income. Cwlwm Seiriol has already requested use of the office.
* Sarah has agreed to keep the keys, as she lives close. People can arrange to collect the keys from her. We agreed that people should not work in the building alone. Sarah will keep a record of who arranges with her to use the building.
* We agreed that volunteers should be notified by email of each proposed work session, to get the maximum participation. **Action: Nicky will email our volunteers regarding a session this Saturday.**

We also discussed some specific points about the decorating work:

-We will use wipeable paint for the toilets.

-We will use stain for the new window sill in the storage room.

-Fire doors. **Action: Jean & Simon will check with the architects regarding how the fire doors can be painted to comply with regulations.**

We discussed what materials are needed in order to complete the decoration, and agreed on the following items:

 -Platform ladder

 -Fire cement

 -Wood stain (medium). For 6 normal sized doors and 1 large door (the electrics cupboard).

 -Brown Eggshell paint for skirting boards, outside doors, and windows in Interpretation Room.

 -Knotting paint for wood doorways in Interpretation room toilets.

 -White Bathroom paint for toilets.

 -White emulsion.

 -Wall paint, colour to be decided, for Office.

 -White Radiator paint for 6 radiators.

 -Shatter proof window film for 1 window in Interpretation room.

 -16 Fluorescent lights

 -Tile adhesive

 -Multi purpose filler

 -Grout

 -Masking tape

**Actions: Miriam will contact C.L. Jones and Huws Gray with this list and ask for donations.**

We agreed that we can now purchase the two cookers and the refrigerator. We have submitted a bid to Welsh Water for £1000 to put toward those; the bid period ends at the end of May. **Action: Sarah and Carys will order the cookers and refrigerator.**

**6. Preparations for Elections on 23rd May.**

Insurance update. Our insurance broker at Access has been working with our insurers to update our policy to take into account that we have now received the Practical Completion certificate and can host the general public. He has assured us that all will be in place for the election.

Health & Safety risk analysis. Elfryn visited the school on 14/5 to do a risk assessment for our Health & Safety policy. Prior to the election he will provide us with a risk assessment that covers the areas that will be used during the election (Interpretation room, carpark, and outdoor area).

We determined what needed to be set up for the event: two toilets (including disabled) will be unlocked for use; tables will be placed to block the step down to the lower floor to keep people from tripping; tables and chairs will be set up; tea kettle, microwave, fire extinguishers, and voting booth will be put in the room. The door from the Interpretation room to the rest of the building will be locked. **Actions: Mike W will check if heating can be put on. Nicky agreed to meet Meryl at 6.30 am and 10pm to open and close the building.**

**7. Grants update**

Overall we have £48,000 remaining from the grant money, not including the North Wales Police grant. We haven't yet received the architects' and QS's final report.

Big Lottery Grant. We just have to submit the final invoices for this grant.

National Grid Grant. We have responded to their letter offering £10,000 and have not yet heard back. We plan to put the money toward the Pritchard contract. **Action: Amy to follow up with the National Grid.**

North Wales Police grant. We were awarded £2,500. **Action: Rhian to submit invoices to them.**

Waitrose money. We received £371.

**8. Using the new building**

Website & VH email. We thought Mike Ty Capel might be interested in helping with the website. **Action: Andrew to contact Mike.** Access to our email address has been sorted.

Recruitment of Hall Policies officers-- Hanna checked with Nick and he is willing to take on the role of Health & Safety officer.

We discussed that we need to solicit help from our volunteers to fill various roles, such as:

 -Secretary position

 -Treasurer position;

 -Volunteers organiser

 -Grants subgroup

 -Person to manage Bookings

 -Caretaker

We discussed that it might be best to hire a Caretaker as a paid position. **Actions: Rhian to speak to Josie about Treasurer position. Nicky to send out an email to volunteers asking if anyone might be interested in taking on any of these roles or parts of these roles.**

We had been holding the cleaner job for Elaine but we will have to think about finding a new cleaner as Elaine is unfortunately not able to do it currently.

Hall fees. Rhian obtained the hiring fees for Llangoed Village Hall. They charge £50 for a half day, and £100 for a full day for private hire. Presumably community groups would have a different rate, e.g. by the hour. Hanna checked the rates for Canolfan Y Fron near Caernarfon, and they charge from £11 per hour. We decided to gather more information from other halls, including the Beaumaris Canolfan, and the Iorwerth Rowlands Centre. **Actions: Amy to collate information from other halls; Jean will check with her yoga instructor about rates at Pentraeth's hall; Miriam will get information that the Council holds on hall and room hire; Sarah will ask Meg about the rates her dance group pay at upper Bangor.**

Tone of emails. Andrew raised the point that email exchanges within the Committee have sometimes not felt inclusive. We discussed a specific example that raised concerns, and people explained the context of the comments and that the comments were not intended to exclude people or viewpoints. It was agreed that achieving the right tone in emails can be tricky and it's worth considering how all readers will interpret comments and whether everyone has the necessary context.

Dog Club. Andrew reported that the Dog Club was feeling unwelcome due to the uncertainty about whether the club would be able to meet in the new hall. We discussed that as people have differing views about having dogs in the hall, a compromise is needed. It was agreed that as long as the Dog Club was able to isolate the dogs to the far room (i.e. the room with the electricity cupboard) and could clean thoroughly afterward, then the club could meet in that space. Andrew reported that the Dog Club would likely be able to purchase its own cartridge cleaner and removable flooring, which would address the cleaning issues. A cupboard could be dedicated to the club's equipment to keep the items isolated. Andrew circulated information on removable flooring that he has found, which it was agreed appeared to be of appropriate quality. The start date for the club will depend on the time needed to finish decoration of the room and acquire the necessary equipment.

**9. Grant applications**

Welsh water (£1,000)-- submitted; awaiting closing date end May.

Calor Gas (£5,000). Closing date has passed and it is in the public voting stage. Llanddaniel has submitted a similar proposal for play equipment.

Young Farmers grant--ongoing.

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

Helen reported by email that she has looked into a number of grants:

She has applied to: WH Smith and should hear the end of September; Morrisons foundation.
She has received or requested forms from: The Archbishop of Wales fund for Children; the Foyle foundation (but will need help with this one); and requested information on grants for an outdoor gym.

No longer available: Santander ended February 22nd, so will try next year; Fields in the Trust community is no longer available.

Steve Morgan Foundation. Barbara Williams suggested this one. **Action: Rhian to look into it.**

People's Health Trust. Amy reported that we should find out in early June whether our neighbourhood will be eligible for a grant. Once eligibility is announced, we will have 3-4 weeks to submit an initial application. Grants are for a maximum of £50,000 to be spent over two years. **Action: If eligible, Amy will organise a meeting in early June for a grant subgroup to work on an application.**

**10. Fundraising plans**

Menter Mon Community Hub funding. Carwyn advised us about who to contact about broadband; Rhian found out it is £29.95 per month. We decided that is too expensive. One Unite might be worth looking into; they help organisations reduce energy and telecoms costs. Hanna reported that the people who helped assess our computers will look into our internet options.

Money from Pony Show. This will be £100.

Rotary Club. Rhian has contacted them as noted in point 4 regarding defibrillator. It was noted that the women's version of Rotary, the Inner Wheel could also be contacted.

Paypal Giving Fund. Hanna to set up a business account-- ongoing.

Advertising our request for donations and volunteers. We will hold off on this until we have an event to advertise.

**11. Happy Homes low carbon initiative.** Jean reported on the meeting that was held on 18th May in the pub. They are still looking for "champions" to try out various recommendations; volunteers don't need to try everything, they can choose options that they are most interested in. They talked about electricity-buying groups, where individuals can come together and get industrial rates, which Llanddona could perhaps benefit from. We suggested to the organisers that they present specific workshops at the hall on how to implement some of their recommendations; we thought that advertising specific cost-saving and energy-saving measures could bring more people in, and it would satisfy our grant requirements to provide training opportunities.

**12. Treasurer's report.**

Balance in account: £25,817.71. This includes payments yesterday of £9006.50 to Pritchard Bros and £50 to cleaner. It also includes income of £2500 from North Wales Police. We are expecting income of £36,298 (£25,927 National Lottery; £10,000 National Grid; £371 Waitrose), which will bring us to £62,115.71 when those funds are paid in.

Our accountant has the accounts.

We have received the Scottish Power bill and Carys has rung to sort it out. The old meter has been removed.

No invoices have been received from Flogas despite two deliveries. **Action: Amy to contact Flogas.**

**13. Date for the opening launch event.**

Tentatively Saturday 13th July. We will begin planning by email.

**14. Recent and upcoming activities.**

23 May-- European Elections, 6am to 10pm (£220 hiring fee).

23 June-- Cymanfa Ganu.

Opening launch (see point 13)

Summer Produce Fair. Might be possible; will be considered once Opening Launch activities are set.

26 August-- Sandcastle Competition, Bank holiday Monday, 1-3pm. Amy will organise but will be away on the date.

**15. Any other business.** A detective from the North Wales Police met with Jean, as a representative of the Committee, to discuss the purchase of the Old School. There was no suggestion of any problem with the purchase, but the questioning was part of a bigger inquiry about the sale of properties on the island and fraudulent activity. He was interested in whether there had been any claims of ownership of the school or interest in buying it. Jean gave a statement about the process of our purchase of the building.

**Date of next meeting:** Tuesday 18th June, 7pm in the school.