Neuadd Bentref Llanddona Village Hall

Pwyllgor Committee Meeting

18 June 2019 at 7pm in The Old School

**Minutes**

**Present:** Amy Hayes, Helen Abel, Rhian Hughes, Hanna Baguley, Dot Haselgrove, Andrew Perrott, Nicky Thomas, Simon Hunt, Robert Macaulay, Clare Hay, Jean Matthews, Lesley Percival, Josianne Land, Carys Roberts.

**1. Apologies.** Kate Gwilliam, Miriam Williams, Sarah Walczak.

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

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

* Vest the property in the name of the Official Custodian for Charities once the Land Registry name change is finalised--The Committee agreed that this step should be taken; process is on hold until the name change comes through.
* Andrew to contact Mike Ty Capel to check if interested in helping out with VH website-- Mike has agreed to help; Andrew will follow up.

**4. Resolution to change the governing document.**

The Committee voted unanimously in favour of adopting the following resolution:

“We resolve to amend the governing document. This will be done by removing item 2 of the schedule of powers and provisions, which reads: ‘No intoxicating liquors shall be either consumed or sold on the trust premises.’ Therefore, the amendment will allow the sale and/or consumption of alcohol on the Village Hall premises (The Old School).”

Prior to the vote we discussed the pros and cons of passing the resolution. The pros include greater flexibility in the activities that can be held in the hall and greater potential for fundraising activities. The cons include that events involving alcohol could create a nuisance especially after midnight, and that people may fail to clear up after events involving alcohol. It was agreed that potential problems will be mitigated by our rules and regulations for use of the hall. It was also noted that we will likely want to replace the governing document before too long with a new, more modern, document. Our current governing document is out of date as it is 85 years old and is the conveyance document for a different building than the current Village Hall premises. **Action: Amy to notify the Charity Commission that this Resolution has been passed.**

**5. Grants update**

-Welsh Government grant. Only remaining activity is to complete grant reports when required.

-Big Lottery grant. Final claim has been submitted; only remaining activity is grant reports.

-National Grid grant. The money has arrived in our account.

-North Wales Police grant; Rhian to submit invoices to them-- done?

**6. Treasurer's report.**

-Balance in account £27,946.99 credit.

-Amy to contact Flogas about invoices—done, but no invoices have been received yet. **Actions: Amy to phone Jude and to give online account access information to Carys.**

-Carys picked up the accounts from our accountant, Lotti Summer. £360 will go out of the account to pay her.

-Heather McLoughlin and Sheila Healy have paid £50 for Panad a Sgwrs hire fee.

-We have two bank cards (with Dave and Carys) but need more to purchase items more efficiently. We also could use another signatory.

-Money has been received from Andrew for sold books.

-The insurance premium has dropped. **Action: Amy to check if policy will automatically renew.**

-Revenue form has been sent to Ynys Mon.

-To receive our bins, we have to receive our exemption-from-rates status.

**7. Update on Refurbishment of the School**

Simon ephasised that we must go through the architects and contractor when fixing any defects (i.e. repairs for things that were part of the contract). This is especially important for repairs to the electric, plumbing, roof etc. The contractors are obliged to pay for any work on defects that appear up to one year after completion, which was April 30th 2018. If we or others do any work on items from the contract, then likely the contractor will no longer be responsible for correcting defects that might arise.

Completing the contract

- Jean to find out if the problem with the radiator is part of the contract-- it isn’t.

- Jean & Simon to check with the architects regarding how the fire doors can be painted to comply with regulations-- up to 5 coats of paint can be used. Oil paint can be used; it doesn’t interfere with functionality as a fire door.

- Heating. A. J. Pipeline; commercial timer has to be switched to residential.

- Progress with replacing the flooring--We haven’t heard from Mark Morris. Decorators will be in the hall from 24th June to 1st July.

- Interpretation room floor. Simon Whitehead will clean and seal floor so that it won’t show the dirt. He will clean carpets as well. He plans to charge for petrol.

- Fans in the toilets don’t seem to go off. **Action: check if a defect.**

Volunteers' and Committee members' work in refurbishing the hall

- Nicky to notify our volunteers by email of each proposed work session—done.

- Dave H. to recommend what needs to be done for each room, to be posted in each room—done; it was posted in the main hall.

- Hari Owen to make recommendations for the plastering needed-- done; he has been in 3 times and is not charging us.

- Miriam to ask C.L Jones and Huws Gray for donations of materials (Platform ladder; Fire cement; Wood stain (medium); 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; Shatter proof window film for 1 window in Interpretation room; Tile adhesive; Multi purpose filler; Grout; Masking tape)-- C.L. Jones has provided some of these for free. Huws Gray replied that they get many donation requests and instead of donating to each group, they give to a designated charity (currently a septicaemia charity).

- Sarah and Carys to order the cookers and refrigerator-- done; cookers have arrived and refrigerator arriving next week. Additionally the supplier is donating fluorescent lights and two covers.

- Mike W was to check if heating can be put on (prior to elections)-- Waiting for Ben Roberts.

Hiring painters to paint the hall. Dave Griffiths was asked as well as Hwyl Pritichard, who is not able to do it. Dave Griffiths quote was £1850, includes holes and cracks; he will start next week.

Progress with defibrillator-- The Community Council have provided the cabinet. The defribrillator is £960 including VAT. We’ve had a £400 donation, and £100 from the Pony Show. Seiriol Alliance provided the remaining money needed. We can use BLF funds to provide training.

Invitation to community groups to view hall facilities and help decide/fund what is still needed.

Action: **Jean & Amy will plan user group meeting at 7pm, 4th July; Amy to send invitations.**

**8. Hall hire processes**

-New hire fees. Amy presented a summary of the fees that are currently charged by local halls (including Iorwerth Rolands Centre, Canolfan Beaumaris, Llangoed Village Hall, Pentraeth Memorial Hall, Canolfan Y Fron, plus a list of rooms provided by Miriam that the County Council uses). All groups post a basic rate on their website (if they post rates) but have a flexible approach, for example a discount for multiple hours or repeating bookings, and discounts for community groups. **Action: Andrew will draft basic rates for consideration at next meeting.**

-Managing Bookings. Sarah has volunteered to keep key and bookings calendar.

**9. Hall Policies**

Health & Safety risk analysis and report-- Elfryn is working on this.

Management of other hall policies-- we agreed to use the old hall policies for the time being, but update them for the new building as soon as possible.

**10. Filling roles for the hall**

Josie Land has agreed to take over the Treasurer position, and join the Committee.

Nicky to send out an email to volunteers asking if anyone might be interested in taking up the open roles (Secretary, Treasurer, Volunteers Organiser, Grants subgroup, Hall policies manager). **Action: This will be translated.**

Decide about hiring a caretaker. This will be moved to next month’s agenda.

Cleaner position. Our former cleaner is still in hospital; she received half pay through May, as we were holding her for the position. For the Grand Opening, Heather McL and Sheila Healy have agreed to clean prior to the event.

**11. Grand Opening Event Saturday 13th July**

The organising subgroup has confirmed the date. 12:30 procession from Old Hall, 1:00 ribbon cutting.

**Action: Jean will create an invitation that the relevant people can send out, with RSVP to Rhian by 6th July.** Recipients will include Welsh Government, Isle of Anglesey Charitable Trust, Garfield Weston, North Wales Police, National Grid, Electric Mt, Blakemore, Waitrose, Ynys Mon, Rhun, Albert Owen, the Seiriol Councillors, Cwlwm Seiriol, Seiriol Alliance, Llandegfan and Llangoed Community Councils, Beaumaris Town Council, Beaumaris Health Centre, Newspapers and media.

Refreshments. We will receive an icecream donation. Helen has asked supermarkets for food.

Activities, decorations. Children’s activities, user groups will have opportunity to recruit new members, school photos, Meg’s fabric piece.

**Action: Helen will recruit the final 8 children who were at the school to cut the ribbon.**

**12. Insurance update.** Our insurers provided the conditions that would be required for using chain-saws; as it would require paying a higher premium, we agreed not to purchase this insurance and not to use chain-saws. Our broker suggested that we might want to insure, under contents, the tables and chairs etc that were in storage. **Action: Amy to find out more specifically what he is suggesting.**

**13. Grant applications**

-In general, we need to think about what we need funding for.

-Rhian to look into Steve Morgan Foundation-- we might pursue this.

-Cooperative grant-- ongoing?

-Young Farmers grant-- ongoing.

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

-Helen's applications (The Archbishop of Wales fund for Children, The Foyle foundation (will need help with this one), Application for outdoor gym)-- ongoing.

**14. Fundraising plans**

Rotary Club – haven’t heard yet.

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

Advertising our request for donations & volunteers in conjunction with advertising next event. **Action: social media, papur menai, local papers for Summer Fair.**

**15. Happy Homes low carbon initiative.**

-Jean, Simon, and Amy met with Neil Johnson and a business partner, Andrew, to discuss options for the new hall. They will come back to us with an audit about what heating would be appropriate.

-Rhian attended the “Internet of Things” (IoT) event at M-SParc Gaerwen on 6th June, but it doesn’t look like a programme we can benefit from in the near future. Pauline of Happy Homes also attended.

-Ben from EGNI called Carys to see if we still want solar panels.

**16. Recent and upcoming activities.**

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

Tentative bookings by Cwlwm Seiriol for meetings; dates to be determined.

13 July-- Opening event.

20 July, 10am-noon or so-- Community Cycle Ride

3 August, 10am-12noon--Summer Produce Fair.

10 August, Cwlwm Seiriol BioBlitz.

26 August-- Sandcastle Competition, Bank holiday Monday, 1-3pm.

**17. Any other business.** None.

**Date of next meeting:** Tuesday 16th July, 7pm in the school.