Neuadd Bentref Llanddona Village Hall

Pwyllgor Committee Meeting

16 July 2019 at 7pm in The Old School

**Minutes**

**Present: Amy Hayes, Helen Abel, Clare Hay, Robert Macaulay, Sarah Walczak, Hanna Baguley, Carys Roberts, Lesley Purcival, Rhian Hughes, Dot Haselgrove, Simon Hunt, Jean Matthews, Dave Haselgrove, Miriam Williams, Josie Land, Andrew Perrott.**

**1. Apologies.** Kate Gwilliam.

**2. Minutes from the last meeting.** The minutes were circulated too late to consider and will be considered next month.

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

* Mike has agreed to help out with VH website-- Andrew to follow up-- ongoing.
* Amy to notify the Charity Commission that this Resolution has been passed--ongoing.

**4. Grants update**

-North Wales Police grant. Rhian has checked in with them; invoices are due by September. **Action: Rhian to submit invoices.**

-We have got £500 from the Dwr Cymru Community Fund award (application was £1000). There may be a possibility of applying again within a few months.

**5. Treasurer's report.**

- Flogas. We have paid the £168 charge for Flogas to come out and reconnect the tank, which was in response to a call from our plumber. We are still waiting for the invoices for deliveries, which Flogas has said should come by email to Amy. **Action: Amy to contact Flogas about invoices.**

-We need to increase the number of bank cards and number of signatories; this will be sorted out after AGM.

-Insurance. Carys asked whether our policy automatically renews. **Action: Amy to check with insurers about automatic renewal.** Amy reported that we currently have cover for general contents (i.e. furniture, tables, chairs etc) at £10,000; this is an unspecified sum insured and we do not have an itemised breakdown. The insurers have asked if this sum insured is sufficient. We did a quick mental inventory (tables, chairs, whiteboard, projector, cookers, dishwasher, refrigerator) and decided that we need to take a systematic inventory and estimate the value. **Action: Rhian will do inventory of contents at the Cycle Ride.**

-Progress with our exemption-from-rates status. We have not heard from Ynys Mon; normally get a council tax bill of £0 but have not had that.

-Current balance is £46201.46 without Flogas taken out and some receipts to go out (roughly £500).

We spent £116.69 for food at the Grand Opening. Eggs were donated by Emily; milk by Sam; Tesco offered £15 but paid for a total sum of £29. **Action: Helen to send thank you letter with pictures; Carys will send helen photos**.

We estimated attendance at the Opening to be 250-300+, based on head counts, and that 116 plates were used, and many in the buffet didn’t take plates.

National lottery community fund. We received £625. Jean thought there we were expecting 3 payments of £625; **Action: Jean will check figures.** There is money for training, e.g. perhaps food hygene or fire safety.

Manweb. We are waiting for an updated invoice.

Dave will submit an invoice for 50 kilo for plaster. He is doing the toilet, back rooms for kitchen free of charge.

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

-Simon Whitehead did the floor/carpet work, free of charge. He said we need a good carpet cleaner. He has a good industrial hoover to donate. He will polish the main hall as well and seal the red floor. He will charge for the sealant for the floor and will seal the ramp as well to reduce dust tracked in.

- Fans in the toilets did not going seem to be shutting off; this is sorted now.

- Prior to elections, Mike W found the heating was not working; waiting for Ben Roberts to look at. Also a switch in the boiler room needs replacing, we need a new switch for the new worktop that Gwyn has put in at the back of the kitchen. Rhian has asked for a price. **Action: Rhian will send Ben a reminder and ask Ben if he can do the plug as well and give a quote for fitting a thermostat – perhaps best located in the main hall.**

-Dave Griffiths to paint the hall.

-Main hall floor redone; Mark Morris is due to come back (following Dave’s painting) for skirtings. He has submitted the invoice which Jean gave to architects who will pass on to the contractor.

List of things yet to be done to complete the refurbishment:

-extend shelving of storeroom

-label boxes

-paint toilet frames, and windows, teachers toilet reception back rooms

-most doors need planing

-install blinds

-skirting board near fire doorway

-shelving

-clearing; pruning back trees; willow has taken hold in the garden; Cwlwm Seiriol might help. We’ll consider putting in a shed for garden tools.

-Simon Whitehead’s work on floors

-fire extinguisher and fire alarm

-thank you letters

**Action: Carys will send list to Nicky to sent to the volunteers and will contact Delyth about whether she can gather volunteers to work on the garden. The list can be used as a place to list problems.**

CCTV. Elfryn suggested getting signage. Llangefni industrial estate can do signs and will do a good deal.

Lights. We’ve asked whether the broken light is part of the contract but not heard back yet. Jean has not heard back from Jones and Whitehead yet. It might be desirable to have nicer lighting in the back; Ben could do it. Possibly lights above both doors or Ben might suggest location.

**7. Hall hire processes**

-Andrew to draft basic rates, layout, and wording, for consideration at next meeting. Will include all the comparisons in one place. A Hire Rates subgroup was formed: Andrew, Robert (may not make meeting), Josie, Hanna. The group will keep Carys (Treasurer), Sarah (Bookings), and Amy (Secretary) in the loop.

Carys spoke to Delyth of Cwlwm Seiriol about using the office; she’s happy with it but no pricing discussed.

We discussed whether we will take a deposit. Decided instead to ask for payment up front; for larger bookings it will be 50% refundable. Advance payment will be noted on the booking form.

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

**8. Hall Policies**

Health & Safety risk analysis and report. Roof was mentioned in the report as a potential hazard. It was noted that the roof was not part of the contract. The Community Council has had the swings checked by Royal Society for the Prevention of Accidents (RSPA) which is done annually; the only recommendation is paint and small superficial changes.

Health & Safety Policy. Amy and Andrew will look at developing the policy from the H&S report. **Action: Amy will email Hanna with dates for meeting with Nick.**

Helen will head Child Protection policy.

Management of other hall policies. Andrew will lead that, working with the other leaders/subgroups. **Action: Helen will get policies from school.**

**9. Filling roles for the hall**

Nicky was to send out an email, after translation, to volunteers asking if anyone might be interested in taking up the open roles (Secretary, Treasurer, Volunteers Organiser, Grants subgroup, Hall policies manager). Some of these roles have been filled (Josie, treasurer; Andrew, Hall Policies). **Action: Carys will ask if the email has gone out.**

AGM— 17th September. Another opportunity to recruit volunteers to take up roles.

We discussed whether we should hire a caretaker. We would hire a self-employed person as we have done with the cleaner. The duties would be cleaning, opening and closing the building for users, maintenance. We could combine the role with cleaner; that was done in the past until we couldn’t get a caretaker. **Action: Carys will ask Miriam to get job descriptions from the Council.**

We need to finalise how the keys will be handled. Elfryn pointed out that we need a locked box for them in the hall. **Action: Amy to check with insurance about who can have keys.**

**10. Insurance update.**

Discussed in Item 5.

**11. Grant applications**

-In general, we need to think about what we need that we haven’t already received funding for from other grants. Options raised were a cleaning buffer, and tables and chairs.

-Rhian looked 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,)--ongoing.

- Application for outdoor gym--Helen will do this. We could replace the playground.

**12. Fundraising plans**

-Rotary Club – Robert said the application is being processed.

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

-Advertising our request for donations & volunteers in conjunction with advertising next event (Summer Fair) on social media, papur menai, local papers -- we can also do posters. **Action: we can consider a door to door before AGM- i.e. what we have done and what is coming up.**

Maldwyn has asked if we can put one or both of the notice boards from the old hall up on the bus stop; he said he could do it. We decided to put one at the bus stop and one the Old School by the post box.

We could get a banner. **Actions: Helen will research; Rhian will look into it.**

**13. Happy Homes low carbon initiative.**

-Ben from EGNI called Carys to see if we still want solar panels. **Action: Jean will look into whether there is a deadline for that.**

-Information about a fuel buying group has been circulated. **Action: Hanna will circulate on facebook.**

-**Action: we will ask Pauline if she’ll come to the summer fair.**

-We are still waiting for report on the school building from Neil and Andrew.

**14. Recent and upcoming activities.**

13 July-- Grand Opening. Number 300+ Earnings: £595.68 in total on the day (£153.55 on the bar) and £180 more in donations since the day.

Event at the Owain Glyndwr with Sioned earned £11,000+ . **Action: Amy to write to them to congratulate them and let them know that we are more than happy to help out in future years.** The £4.5k from auction is evidence of spirit of the community to help out.

Mon FM was live interview. They asked if we might want to volunteer as reporters, broadcast from the School.

Alwyn suggested that BBC pay for our wifi as a community contribution because of the mast. **Action: follow up with this.**

15th & 16th July-- Cwlwm Seiriol meetings.

20 July, 10am-noon (or so)-- Community Cycle Ride. Young Farmers will marshal. Additional marshals are needed (1 in Llansadwrn, 2 Llanddona); Amy and Jean volunteered. Clare will make flapjacks; Sarah will open the hall.

3 August, 10am-1pm--Summer Produce Fair. Note later ending time.

10 August, Cwlwm Seiriol BioBlitz. 10:30 – 4:30 for the public. Delyth has asked if she can use school and if we can cater for refereshments (biscuits and cakes, tea&coffee). **Actions: Rhian will make enquiries into getting wi-fi. Amy to give bank details to Rebecca.**

26 August-- Sandcastle Competition, Bank holiday Monday, 1-3pm. **Actions: Amy will organise; Jean and Simon will run it on the day. Andrew will do posters; Hanna will post on social media.**

**15. Any other business.** Miriam reported that the Pony show has been cancelled due to outbreak of equine flu. Also, the Pony show would like to get hire charges for possible meeting on July 30th.

Rhian raised the issue of user groups’ memorandum of agreement (MOAs) or Terms and Conditions, and that a user group meeting should be planned for going through hire charges and protocol. The discussion turned to the terms that might apply to the Dog Club regarding use of the large meeting room, and whether the carpeting in that room should be retained. The discussion did not come to any resolution.

**Note from Amy: This item had been requested in a 14/07 group email to be discussed as an Agenda item, however it had inadvertently been left off the Agenda. It had been intended to be discussed earlier, in the context of Hall hire policy and pricing.**

**Date of next meeting:** Tuesday 20th July, 7pm in the school.