Neuadd Bentref Llanddona Village Hall

Special Meeting between subset of members

from the Llanddona Village Hall Committee

and from the Anglesey & Caernarfon Dog Training Club

31 July 2019 at 7pm in The Old School

**Minutes**

**Present:** From the Village Hall (VH) Committee: Rhian Hughes, Amy Hayes, Miriam Williams. From the Dog Training Club: David Huntington, Nicky, Andrew Perrott, Sylvia East, June, Edna Harrison.

**1. The resolution of the issue concerning the Dog Club's use of a room at the Village Hall.**

**Introductions and background.** Following introductions, Rhian briefly recounted events of the past 6 months including the purchase of the Old School and the sale of the old village hall, the refurbishment of the new building, and its opening in July. It was noted by the VH members that ideally there would have been policies and procedures in place during this time to facilitate the transition of groups from the old VH hall to the new building, and that regrettably due to the pressures of refurbishing the new building, these procedures are not yet in place.

We discussed that the Village Hall will develop standard procedures for groups to use the building which will include all groups completing a group-specific risk assessment. For many groups the risk assessment will be routine, but for some groups, such as the Dog Club, there will be unique risks. For all groups a memorandum of agreement (MOA) will be created that will include how risks are to be mitigated. We agreed that as these policies are still under development VH and Dog Club with work together developing the needed procedures.

**Room to be used and Flooring.** As decided prior to this meeting, the large meeting room (i.e. south east corner of the building) is the ideal room for the Dog Club to use as it has an external door and therefore dogs don’t have to enter the Main Hall. We discussed that the Main Hall cannot be used by the dogs due to its proximity to the kitchen, and also the flooring is not slip-proof. It was discussed that the Dog Club had previously proposed getting funding to install a non-slip floor in the large meeting room. It was confirmed that the Village Hall Committee welcomes the Dog Club in the Old School in principle, if suitable flooring can be acquired.

For a rough price comparison, we discussed that the new floor that was put into the Interpretation room of the hall (north east corner of the building) is non-slip and cost around ~£3,000. Similarly, the Dog Club reported they got an informal estimate for a non-slip floor of the size needed, and that was also in the thousands.

**Grants.** Andrew has spoken with Simon Hunt about possible grants the Dog Club might apply for to fund the flooring. Andrew will follow up on that discussion. We discussed that it might be worth checking eligibility for the WREN Community Fund (i.e. funding for groups near landfill sites).

**Risk assessments and memorandum of agreement.** Nicky has access to some risk assessments for dog clubs which may be helpful in developing the group-specific risk assessment for the VH. We discussed some of the risks and how they might be mitigated. For example, it is expected that the large meeting room could accommodate approximately 12 dogs; if more dogs than that wished to join, then either there would be a rota for attendance, or a waiting list. To keep the chairs used by the club separate from general hall use, the club would use plastic chairs that other groups do not use and that likely would be stored outside. The Dog Club would use their own electric cleaner, used only by the Dog Club, and would store their equipment in a closet separate from other hall storage. The white wall paint may be splattered by wet dogs; this would be cleaned immediately and in most cases prevented by toweling off the dogs when arriving indoors. These are examples of risks and mitigations that came to mind, however the specific agreements between the Club and the VH have yet to be arranged. Once the specific agreements are made, they will be set out in a MOA. The risk assessment and MOA will be reviewed and updated as needed. All groups using the hall will follow this procedure of performing a group-specific risk assessment and developing an MOA.

**Additional discussion points.** The hiring rates for the hall have not yet been set. The hire rates will be included in the MOA. There will be fewer keys cut for the new building, and the system for opening the building has not been set yet, e.g. if a caretaker will be opening or other method of obtaining the key. We discussed how dogs would be handled on the grounds outside the building; the Dog Club have a general policy that dogs are under control and typically they will be on the lead, although they might be off lead for certain training exercises if training outside.

**Key points from the meeting.** Amy stated that the following main points that would be minuted from the meeting, which were agreed:

* It has been confirmed that the Village Hall Committee is in principle happy to have the Dog Club meet in the new building subject to developing a Memorandum of Agreement (MOA). All agreed that good communication will be key to success.
* A risk assessment will be developed for the Dog Club (as will be done for all groups using the hall), and the MOA between the Dog Club and the VH will address mitigation of risks as well as hiring fees.
* We agreed that each group should create a subgroup to work with each other to develop the risk assessment and MOA.
* The Dog Club will explore grants to purchase non-slip flooring to be installed in the large meeting room. It was noted that the grants must allow for the floor to belong to the Village Hall, and this will be stated in any MOA between the VH and the Dog Club.
* The Dog Club will look into estimates for non-slip floors, which will be reviewed by the VH.

The Meeting closed at approximately 8:15pm.