Neuadd Bentref Llanddona Village Hall

Pwyllgor Committee Meeting

17 September 2019, directly following the 7pm AGM, in The Old School

**Minutes**

**Chair:** Rhian Hughes.

**Present:** Rhian Hughes, Amy Hayes, Carys Roberts, Dot Haselgrove, Dave Haselgrove, Miriam Williams, Helen Abel, Hanna Baguley, and two individuals from the community, Dayle Evans and Iain.

**1. Apologies.** Robert Macaulay, Josi Land, Sarah Walczak, Ann Roberts, Kate Gwilliam.

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

**3. Matters arising not listed below**

-Website tech/development: Rhian was to speak with Mike Ty Capel; Hanna was to post request on facebook. –Hanna has found someone to look at the website.

-Fundraising group: was to speak to KG about sharing template for letterhead. **Action: Helen to ask someone.**

-Notifying Charity Commission about alcohol Resolution. **Action: Amy to check progress.**

-TV license: Carys was to purchase.

-Insurance: inventory of white goods/tables/chairs etc needed. **Action: Rhian and Carys will create an estimate using receipts.**

**4. Hall Use**

Meeting with the Dog Club on 31/07/19; Rhian was to establish contact person for the Dog Club. –David Huntington is to be our contact person for the club. In the meeting with the Dog Club it was agreed that we would create a subgroup to work with each other to develop the risk assessment and Memorandum of Agreement (MOA); the VH Committee agreed the small group will be Rhian, Miriam, Amy. The club would like to submit a grant application, and they need to know the prices of the rooms. They also want to find a location for storing the cartridge hoover and for storing cleaning fluids. **Action: small group to meet with the Dog Club subgroup once the hire prices are finalised.**

Booking procedures and Hire rates; working document was to be agreed upon by wider Committee. –The initial hiring rates have been drafted; we agreed rates will be reviewed in 6 months or as needed. (Hire rates and sample booking form attached).

Renting the office. Carys was to get the company’s insurance details and circulate requirements. –This is on hold as we must determine how the rental would affect our exemption status from paying rates. **Action: Rhian to phone the valuation office and then contact the tea company.**

**5. Filling roles for the hall**

Helen agreed to take over the role of volunteers organiser.

Miriam was to circulate electronic copies of possible job descriptions for Cleaner/Caretaker roles—this was done. **Action: Message to be drafted to volunteers regarding these posts (cc to Helen). Amy to circulate to the Committee other roles that need filling, e.g. Policies lead.**

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

Carys was to purchase new floor brushes—done. Rhian was to arrange Fire Alarm tests—done; waiting for Snowdonia to confirm by email. Ben Roberts fixed the heater and other issues e.g. toilet lights going off too early; will get invoice.

**7. Grants update**

Jean sent information about the status of our current grants and the target reports needed (attached).

**8. Treasurer's report**

See AGM minutes for report.

Carys was to raise Community Council invoice—done; no cheque received yet.

**9. Grant applications / Fundraising plans update**

Grant applications.

Dwr Cymru: we’re still waiting to apply again (£500).

Archbishop of Wales fund for children (£10,000).

Comic Relief: Llanddona Village Hall Play Area (£34,000). It was noted that we should survey community support for this project; Councillor Carwyn Jones is handling that.

Sports Wales: outdoor exercise equipment (£17,000).

Fundraising. Autumn Fair: Scarecrow competition; hamper for raffle paid for by Aldi or ASDA if possible. **Action: Hanna to look into sandwich board for advertising events.**

**10. Recent and upcoming activities**

26 August Bank Holiday Monday-- Sandcastle Competition. Attendance: 137 people including 71 kids. Takings: £40 (£28 from team entries; £12 from donations). Three £5 vouchers were donated by Liz at the beach cafe.

15 September-- Book Swap event. Attendance: 60. Takings: £177.50 + £15. Left over books will be donated to the British Heart Foundation.

29 September, 2-5pm-- Macmillan Coffee Morning. **Action: Amy to invite the volunteers to attend and cc message to Helen.**

12 October, 11am-2pm-- Autumn fair.

Date to be determined-- Event with the Body Shop

30 November-- Christmas Fair.

7 December-- Seniors’ Christmas dinner.

22 December, 6-9pm-- Film night for children.

25 January 2020-- Santes Dwynwen event.

End January/Feb-- International Food Night.

Additional suggestions: Harvest supper; MS Society Luncheon.

**11. Any other business.** Kate requested by email that the Committee discuss whether there were any objections to Kate remaining on the Committee even though she cannot make the monthly Committee meetings. There were no objections.

**Date of next meeting:** Tuesday 15th October, 7pm in the Old School.

Meeting closed at 9:40pm.

Attached Documents:

-Llanddona Village Hall Hire rates

-Llanddona Village Hall Sample booking form

-Jean Matthew’s cover letter explaining status of current grants

-Jean Matthew’s table of grant targets