Neuadd Bentref Llanddona Village Hall

Committee Meeting

15 October 2019

**Minutes**

**Chair:** Rhian Hughes.

**Present:** Rhian Hughes, Pat Hughes, Dayle Evans, Amy Hayes, Carys Roberts, Peter Sterndale-Bennett, Paul Bishop, Dot Haselgrove, Dave Haselgrove, Josi Land, Helen Abel, Hanna Baguley, Sarah Walczak, Iain de Wit

**1. Apologies.** Robert Macaulay, Ann Roberts, Kate Gwilliam, Miriam Williams

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

**3. Matters arising not listed below**

-Carys advised that she has the Village Hall logos

-It was confirmed that Charity Commission has been advised re alcohol Resolution.

-TV license: It was decided that a TV license would not be purchased until the need arises.

-Insurance: inventory of white goods/tables/chairs etc. needed. **Action: an inventory will be carried out on Saturday 19 October.**

**4. Hall Use**

A further meeting will be held with the Dog Club. **Action: Rhian, Amy and Miriam to organise**

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. **Action: Josie to arrange a meeting with Sarah, Carys, Rob and Amy to discuss.**

Renting the office – This is on hold as we must determine how the rental would affect our exemption status from paying rates. Awaiting valuation from valuation officer. **Action: Rhian will inquire as to the market value of old school.**

A wall chart of bookings has been put up in the kitchen. **Action: Sarah will keep the chart up to date**.

It needs to be decided how parties will be handled regarding set-up and clean-up. **Action: to be discussed at meeting to discuss booking procedures and hire rates**

Peter has agreed to look after insurance matters. Dayle will assist when required. **Action: Carys will give current policy document to Peter.**

**5. Filling roles for the hall**

Policies – Dayle will take lead for policies

 - HSE. **Action: Dayle will seek advice**.

 - Data Protection. **Action: Hanna will speak to a friend re requirements**

- Child Protection. **Action: Helen will lead. Amy to send current policy to Helen.**

 - Pricing & Bookings. **Action: Sarah will lead**

 - Publicity & Fundraising – **Action: Helen and Hanna will lead. Hanna is updating the Facebook page. Rhian will compile a list of newspaper contacts**

 - Grant Reporting – **Action: Rhian & Carys will lead. Amy and Pat will assist**

 - Utilities Manager – **Action: Josie & Carys will be joint managers**

 - Cleaner/Caretaker. Will advertise on Facebook page. Preferably someone from the village. **Action: Dayle will draft wording for services required.**

**6. Training**

Defib and Food Hygiene training to be arranged.

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

Grant applications.

Asda Foundation – expression of interest was unsuccessful

Dwr Cymru: we are 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).

**8. Recent and upcoming activities**

MacMillan cake day raised £540.

15 November -- 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.

**9. Bank**

Carys, Josie and Dayle will be listed as bank signatories.

Hanna will be issued with a bank card

**10. Any other business.**

- how electronic files will be storage to be discussed at next meeting

- Nicki and Lesley have stepped down from the committee.

**Date of next meeting:** Monday 18th November, 7pm in the Old School.

Meeting closed at 9:10pm.