Neuadd Bentref Llanddona Village Hall

Committee Meeting

18 November 2019

**Minutes**

**Chair:** Rhian Hughes.

**Present:** Rhian 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, Miriam Williams

**1. Apologies.** Robert Macaulay, Ann Roberts, Kate Gwilliam, Pat Hughes

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

**3. Matters arising not listed below**

- Peter confirmed that he carried out the white goods inventory, and they will be insured up to a value of £20,000.

**4. Hall Use**

A meeting will be held with the Dog Club on 27 November which Rhian, Amy and Miriam will attend. Rhian has spoken with David Huntington of the Dog Club and requested that a maximum of three people attend.

Meeting was held to discuss booking/hire procedures. The sub-group will meet again in January to discuss any feedback. **Action: Amy to send the minutes from the meeting to the sub-group**.

Renting the office – Rhian emailed Teionie to confirm they have received her emails as she has had no response. She requested that Teionie respond by 29 November if they are still interested in renting the office.

At the meeting relating to the Hall booking/hire it was discussed how parties will be handled regarding set-up and clean-up. It was suggested that a large deposit be required such as £300, however others on the Committee believed this would restrict members of the Community from being able to rent out the Hall. It was noted that the Charity Commission states that the VH does not need to agree to private parties as part of its remit. **Action:** **Rhian will speak to Geraint at Llangoed Village Hall to enquire how they handle. Miriam will request that someone from North Wales Police come to discuss parties in VH.**

The matter of whether a Drug Policy is required. **Action: Hanna will seek information from a contact in Beaumaris. Peter will check the insurance policy to see if this is a requirement.**

In the New Year the Committee, along with some of the volunteers, will meet to brainstorm possible uses for the VH. **Action: Rhian will recirculate the booking form to new members**

**5. Policies**

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

 - Publicity & Fundraising – **Action: Rhian will compile a list of newspaper contacts**

 - Cleaner/Caretaker. **Action: Rhian, Dayle, Miriam and Iain to meet to determine requirements of the role. Dayle to confirm whether the VH are liable for service providers to pay its taxes.**

- Policy to be established as to what to do when fire alarm goes off

**6. Training**

- Food Hygiene training **Action: Miriam to ask Iolo Povey if he could offer a course to the Committee.**

- Defib training **Action: Rhian to ask Ann & Jane if they could provide defib training as well as a first aid course. Day and evening courses.**

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

Grant applications.

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).

Gannat, Foil Foundations & WH Smith: still have not heard back from them yet

Asda: Will have charity tokens for VH

Christmas Fair: 9 stalls so far. **Action: Hanna will put on Facebook page. Helen will ask for volunteers for the day from volunteer list.**

**8. Recent and upcoming activities**

Body Shop evening raised £183.

30 November -- Christmas Fair.

7 December -- Seniors’ Christmas dinner.

22 December – Stories & Crafts with Children, 2 – 4pm

25 January 2020 -- Santes Dwynwen event.

End January/Feb-- International Food Night.

Additional suggestions: Harvest supper; Comic Relief

**9. Bank**

Josie received a letter from the Bank with login details but cannot login. She will contact the Bank. Dayle has not yet received login details.

**10. Any other business.**

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

- filing cabinet will be delivered on Wednesday

- meetings have been held with two energy consultants to determine what best system will be for the VH. The grant application deadline date is 29 November.

- Michael Healy has looked at the roof and will repair the chipped tiles.

- Alarm system – **Action: Rhian to contact Snowdonia Fire re installation of a new alarm system**

- safety covering for windows – **Action: Sarah will investigate plastic safety covering for the windows**

**Date of next meeting:** Monday 16th December, 7pm in the Old School.

Meeting closed at 9:15pm.