Neuadd Bentref Llanddona Village Hall

Committee Meeting

16 December 2019

**Minutes**

**Chair**: Rhian Hughes.

**Present**: Rhian Hughes, Pat Hughes, Dayle Evans, Amy Hayes, Peter Sterndale-Bennett, Paul Bishop, Sarah Walczak, Iain de Wit, Miriam Williams

**1. Apologies**. Robert Macaulay, Ann Roberts, Kate Gwilliam, Carys Roberts, Dot Haselgrove, Dave Haselgrove, Josi Land, Helen Abel, Hanna Baguley

**2. Minutes from the last meeting.** Two amendments notified. Minutes updated and sent out to Committee.

**3. Hall Use**

1. A meeting was held with the Dog Club (David Huntingdon plus 2 other dog club representatives) and the VH (Rhian, Amy and Miriam) on 27 November. The Dog Club examined the possibility of obtaining a grant for new flooring however it was determined that it would not be possible for the Dog Club to obtain a grant as they were not owners of the Hall, therefore they asked if the VH would apply for a grant. The Dog Club will look for potential grants and if any are presented to the Committee it will then decide whether it should be submitted. The Dog Club referred to the Annual General Meeting where it was noted there was a positive current account balance and queried why the Committee could not purchase the flooring. It was explained that this balance was for ongoing work and an operating reserve as well as for any emergency work that may be required in the future. Rhian, Dayle and Miriam will meet with the Dog Club again in January 2020.
2. 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**.
3. Renting the office – No reply was received from Teionie, therefore it was concluded that they are not longer interested in renting the office.
4. 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 speak to the Community Officer and organization such as Pub Watch to see if an evening can be arranged to discuss anti-social behavior through alcohol and drugs**.
5. 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**.
6. 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. A date to meet will be confirmed in the New Year.**

**4. Policies**

1. Update of HSE policy. **Action: Dayle working on.**
2. Publicity & Fundraising Policy– **Action: Rhian will compile a list of newspaper contacts**
3. Cleaner - Dayle spoke to HMRC who confirmed that if an individual was working as an independent contractor providing services to the Hall and avoided paying taxes then the Hall could be liable for paying their taxes if the HMRC was unable to obtain monies due from the individual. It is doubtful an arrangement with an individual in the community would fall foul of this, however it had previously been decided that the Hall would not have any employees. It was decided that Caretaker duties will remain with the Committee. It was decided that a key safe will be erected outside. The fire alarm will be discussed at this meeting. **Action: Pat, Dayle, Miriam, Sarah, Iain and Peter will meet on January 9th, 7pm to discuss a way forward. Peter will speak to insurance company re key safe.**
4. Paul will draft a new constitution document. **Action: Amy to send current constitution document to Paul.**
5. it was decided by the Committee that a Financial Reserve Policy is required. **Action: Paul will draft a Financial Policy which will address reserves.**

**5. Training**

1. Food Hygiene training – Miriam spoke to Iolo Povey who would be happy to provide the training in the Hall and can accommodate weekends. The course fee would be £60pp up to 20 people.
2. Defib training – Rhian spoke to Thomas Hughes from NW Ambulance who can provide training in the New Year.

**6. 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) - unsuccessful

Comic Relief: Llanddona Village Hall Play Area (£34,000) - unsuccessful

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

Gannat: awaiting decision

Foyle Foundations: grant of £3,500 received towards benches, shed, sit-on mower, serving trolley and glasses.

WH Smith: awaiting decision

***Fundraising Plans*** *-*

Asda: Will have charity tokens for VH in beginning of next year

**7. Recent and upcoming activities**

30 November -- Christmas Fair raised £1,048.40. Approximately 150 people attended.

7 December -- Seniors’ Christmas dinner was a great success. Sixty-two people attended.

22 December – Stories & Crafts with Children, 2 – 4pm, approximately 30 children attended

25 January 2020 -- Santes Dwynwen event.

End February -- International Food Night.

Additional suggestions: Harvest supper; Comic Relief

It was decided that there will be a box for donations to the VH at future events. VH will ask the Mens Shed if they could make a red post box for donations. A sign will be erected to state that no money is held on the premises.

**8. Bank**

1. Josie received a letter from the Bank with login details. Dayle has still not received anything from the Bank. **Action: Josie to contact the Bank re Dayle’s access**.

**9. Any Other Business**

1. electronic files storage to be discussed. **Action: A meeting will be held in the New Year to discuss. Date of meeting to be determined.**
2. filing cabinet was delivered
3. A top-up grant of £9,939 has been approved from the Big Lottery Fund. This money will be used as part of a bigger grant. It will be used as Match Funding for a 5 Towns grant through Menter Mon to improve the building’s heating system – solar panels, new radiators, zoning, thermostat-controlled heating, loft insulation, etc. This grant will possibly be in the region of £45 – 50k in total. Rhian should hear back from the energy consultant next week. Rhian will check with the Anglesey Charitable Trust as we had an additional £20k from them to do something to the heating and we do not want to go against the conditions of the grant. Alwyn Rowlands and Jackie Lewis are going to help with this.
4. Michael Healy has looked at the roof and will repair the chipped and displaced tiles. **Action: Pat will contact Michael to establish when he will repair the roof tiles**.
5. Alarm system – Rhian spoke to Snowdonia Fire Protection who will be in touch early in the New Year to discuss the installation of the additional sensors and panel.
6. safety covering for windows – **Action: Sarah will order the safety covering for windows along with a key safe.**
7. the National Lottery Community Fund interim report is due 24 December. **Action: Dayle to forward e-mail from Lynn Smith to Rhian, Pat and Amy.**
8. the Charity Commission Report is due at the end of the year. **Action: Amy will show Dayle how to complete the report**.
9. Amy will be standing down from the Committee on 31 December. Rhian thanked Amy for the huge contribution she made during the eight years of service on the Committee. She will be very much missed by all.
10. In effort of opening up the VH to both young and old, Sarah and Dayle will be starting up a “Show and Tell” type session at the Hall in the New Year. A person will bring something of interest to tell about and there will be soup/sandwich served.

Date of next meeting: **Monday 20th January 2020**, 7pm in the Old School.

Meeting closed at 8:55pm.