Neuadd Bentref Llanddona Village Hall

Committee Meeting

20 January 2020

**Minutes**

**Chair**: Rhian Hughes.

**Present**: Rhian Hughes, Pat Hughes, Dayle Evans, Paul Bishop, Sarah Walczak, Iain de Wit, Miriam Williams, Carys Roberts, Josi Land, Hanna Baguley

**1. Apologies**. Robert Macaulay, Ann Roberts, Kate Gwilliam, Dot Haselgrove, Dave Haselgrove, Helen Abel, Peter Sterndale-Bennett

**2. Minutes from the last meeting.** The Minutes from last meeting were approved as accurate and correct.

**3.** Llinos Williams, Services Manager Housing and Llio Rowlands attended the beginning of the Monthly Meeting to give the Committee an update on the future of Maes Gwyn in Llanddona. They are currently in consultation with the local residents to decide whether or not it will remain open in the future. If it does remain open it would be offered to residents/groups for use free of charge.

Llinos Williams mentioned the Steve Morgan Trust as a potential grant source. **Action: Paul Bishop will investigate**.

**4. Hall Use**

1. We have not heard anything from the Dog Club regarding potential grants. Sarah spoke to the environmental health department regarding the proposal of the Dog Club. There were concerns expressed regarding the cleaning and allergies. Sarah will call back and request that the advice be sent to the Committee in writing. **Action: Dayle to draft letter to send to Dog Club asking the current status regarding potential grants, and request that the Dog Club members are advised about the current status. Sarah will contact environmental health to obtain advice in writing.**
2. Meeting was held to discuss booking/hire procedures. The sub-group will meet again next week to complete discussion. **Action: Dayle will ask Amy for a copy of the minutes from the last meeting of the sub-group**.
3. 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: Miriam 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**.
4. Miriam is awaiting a reply from the community offer re Crime Watch.
5. It was agreed that a satisfaction questionnaire should be completed by Hall users. **Action: Pat will prepare a draft questionnaire. Miriam will forward samples to Pat for reference.**
6. 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**.
7. A meeting of volunteers to be arranged to discuss help with caretaking/cleaning of the Hall. **Action: Rhian to ask Helen to send an invitation to volunteers to be sent out for a get together on February 1st.**
8. The matting in the playground looks like it will need to be replaced in the near future. **Action: Rhian to ask the Community Council if they can apply for a grant. Ask Peter to look at the matting to see if it is still okay.**

**5. Policies**

1. Update of policies. **Action: Dayle to circulate a list of current sub-committees.**
2. Publicity & Fundraising Policy– **Action: Rhian will compile a list of newspaper contacts**
3. Caretaker/Cleaner – After discussion it was decided that until the Hall is more fully utilised it would not be prudent to contract a caretaker/cleaner. Peter checked with the insurers about erecting a key safe outside the Hall. The insurers said that they will not support a key safe. **Action: Dayle to send a copy of the Caretaker Expression of Interest to the Committee for info.**
4. DBS checks. **Action: Iain will obtain information regarding DBS check requirements for Committee/volunteers.**
5. Paul will draft a new constitution document. Dayle has forwarded the current constitution document to Paul
6. It was decided by the Committee that a Financial Reserve Policy is required. **Action: Paul will draft a Financial Policy which will address reserves.**

**6. 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.

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

***Grant applications*** *-*

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

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

Gannat: awaiting decision

WH Smith: awaiting decision

***Fundraising Plans*** *-*

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

**Action: Dayle will ask Jean Matthews for the grant documentation she has in her possession in order to determine what monies have been allocated.**

**8. Recent and upcoming activities**

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.

**9. Bank**

1. Dayle has still not received anything from the Bank with login details. **Action: Josie to contact the Bank re Dayle’s access**.
2. Current bank balance - £49,934

**10. 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. 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 and request the invoice for work previously carried out**.
3. Alarm system – the new panel and additional sensors have been installed.
4. safety covering for windows – **Action: Sarah will order the safety covering for windows.**
5. the National Lottery Community Fund interim report has been submitted.
6. the Charity Commission Report has been submitted.
7. 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. A person will bring something of interest to tell about and there will be soup/sandwich served. The first session will take place on February 20th.

Date of next meeting: **Monday 17th February 2020**, 7pm in the Village Hall.

Meeting closed at 9:10pm.