Neuadd Bentref Llanddona Village Hall

Committee Meeting

17 February 2020

**Minutes**

**Chair**: Rhian Hughes.

**Present**: Rhian Hughes, Pat Hughes, Dayle Evans, Paul Bishop, Sarah Walczak, Miriam Williams, Carys Roberts, Josi Land

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

**2. Minutes from the last meeting.** The Minutes from last meeting will be updated to reflect a bank balance of £59,873 inclusive of grants and gift aid. Other than this correction the minutes were approved as accurate and correct.

**3. Solar Panel/Heating Grant and Roof Repairs**

1. Rhian contacted Hywel Lovgreen, top-up officer from Big Lottery, requesting an extension to the spending period of the top-up grant from the end of February deadline. An extension has been given to allow the monies to be used for the installation of the solar panels and heating system.
2. Andrew Fletcher from Carbon Control Limited, is project managing the project. Andrew is putting out enquiries for the contractors to perform the work. To date no plumbers have submitted a proposal.
3. The heating is still not working properly. Rhian contacted the Architect who project managed the renovations who advised to contact the plumber. The plumber says it has nothing to do with him. **Action: Rhian will contact the Architect to advise that Dayle will contact him to discuss.**
4. There have been issues with water leaking from outside by the back door. A roofer came on Sunday to look at the leak and says that the rendering needs to be replaced. The roofer will come back to give it a thorough investigation and then submit a quote to repair. The roofer will return next week to replace the ridge tiles and fix some slates on the south roof in anticipation of the solar panels being installed.

**4. Fundraising**

1. Paul has investigated various ideas to increase the usage of the Hall and handed out a list of potential uses. It would be prudent to obtain statistics of the demographics of the area in order to tailor events that suit. **Action: Rhian to speak to Jackie at Mentor Mon to see if she has this information at hand.**
2. Paul suggested that the community is asked what events they would like to see at the Hall.
3. Paul also suggested that a virtual reality video of the Hall be prepared and uploaded to the website.
4. It was agreed that there will be a specific Fundraising Sub-Committee. **Action: Dayle to send out an e-mail to Committee requesting volunteers for this sub-committee. First meeting to be held on 24th February.**
5. Asda: Charity tokens. Check with Helen when this will be.

**5. Hall Use**

1. An e-mail to Rhian has been received from the Dog Club to say they could not find a grant to purchase new flooring and equipment, therefore would be looking for a different location to meet. Rhian replied to the e-mail to confirm receipt.
2. 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. Rhian will arrange for someone to come to the Spring Fair to discuss anti-social behavior through alcohol and drugs**.
3. Miriam is awaiting a reply from the community offer re Crime Watch.
4. 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 - ongoing**
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 - ongoing**
6. A meeting of volunteers was held on February 1st. Approximately 20 people attended who expressed an intention to help if specifically requested to help with an event. Four volunteers are prepared to attend the food hygiene course. Steve Marsden offered to look at cutting the overgrown field.
7. 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 for refurbishing the matting. Ask Peter examined the matting and believes it will last for another two years.**

**6. Policies**

1. Update of policies. **Action: Dayle to circulate a list of current sub-committees.**
2. DBS checks. Iain has looked into and at this point in time, regarding village halls and the like, it is the organisers who need to be DBS certified, therefore we would need to see their certificate and those of any assistants. However, should committee members at any time be involved in the running of any event on behalf of the Trust they will, in all probability need certifying**. Action: Need to look at who on the Committee will require DBS certification.**
3. Dayle has forwarded the current constitution document to Paul. **Action: Paul will draft a new constitution document. – ongoing.**
4. It was decided by the Committee that a Financial Reserve Policy is required. **Action: Paul will draft a Financial Policy which will address reserves – ongoing.**

**7. 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. Miriam waiting to hear what dates are available and will advise. Sarah will renew her certificate online.
2. Defib training – Rhian spoke to Tomas Hughes from NW Ambulance who will provide the training on March 4th at 6:30pm.

**8. 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

**Action: Dayle will ask Jean Matthews for the grant documentation she has in her possession in order to determine what monies have been allocated.** Dayle sent an e-mail to Jean requesting the documents and received a reply to say that she needed to gather the documentation together so therefore not ready to be picked up. **Action: Rhian will speak to Jean.**

**9. Recent and upcoming activities**

February 20 – Lunch and Learn

March 4th – Defib Training

March 8th – Brain Tumour Charity Coffee Day

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.

**10. Bank**

1. Dayle has still not received anything from the Bank with login details. **Action: Josie to contact the Bank re Dayle’s access**. Josie spoke to CAF Bank who said Dayle should have received an e-mail. Dayle has not received an e-mail to date. Josie will check with Bank again.
2. Current bank balance - £63,101

**11. 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**. – Pat spoke to Michael who advised that he has not yet carried out the work. Once he carries out the work he will submit an invoice.
3. safety covering for windows – **Action: Sarah will order the safety covering for windows.**
4. Jenny Whiston from the Isle of Anglesey Charity Trust will be coming to look at the Hall on March 2nd.
5. Rhian, Sarah and Iain attended the Happy Homes presentation on Friday 7th February, 10am at Town Hall in Llangefni by Myrddin Roberts Community Council. A brief summary of what the project is by Pauline Vella.  A video was shown starting in Llanddona.  Showing J&S, consultation at the Owain Glyndwr, then went on to show pictures of Yr Hen Ysgol during renovations then went on to show Yr Hen Ysgol today with pictures from inside with Peter, Iain, Mike W and myself talking to Pauline.  It was such an advert to us to be honest, really good.  It then went on to talk about Llanfaelog with Gwyneth Parry.  They had the Electric Bicycle, and eventually they were told they could keep the bike by the supplier from Llangefni.  Jackie Lewis from Mentor Mon spoke together with a lady from Ynni Ogwen.  What a project  Hydroelectric project Bethesda way, where 3 Community Councils have come together.  We've been invited to go and see what they have done with regards to Climate Change in their area.  This video will be available soon, so we can all have a look.
6. Opening/closing of the Hall – need to organise others to help. Committee members to send their availability to Sarah who can co-ordinate.
7. Hand towels in the toilets will be replace by paper towel holders.

Date of next meeting: **Monday 16th March 2020**, 7pm in the Village Hall.

Meeting closed at 9:15pm.