Neuadd Bentref Llanddona Village Hall

Committee Meeting

26 May 2020

**Minutes**

**Chair**: Rhian Hughes.

**Present**: Rhian Hughes, Pat Hughes, Dayle Evans, Sarah Walczak, Carys Roberts, Josi Land, Hanna Baguley, Robert Macaulay

**1. Apologies**. Ann Roberts, Kate Gwilliam, Dot Haselgrove, Dave Haselgrove, Helen Abel, Peter Sterndale-Bennett, Iain de Wit, Paul Bishop, Miriam Williams

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

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

1. The solar panel installation should begin within the next couple of weeks
2. The builders have requested if they can use the VH water, electricity and toilet. It was agreed that the builders may use these utilities and the toilet. Will request that they ensure the toilet is left clean after using.
3. The roofers are planning to commence work next week..
4. **Rhian will put a note on the Village Hall and Community Facebook pages advising of the building work**

**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. Helen forwarded an e-mail from Asda advising that they are beginning collecting the results for the January to March 2020 vote which we were involved in. Once this has been completed a cheque will be sent out.

**5. Hall Use**

1. 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**.
2. Miriam is awaiting a reply from the community offer re Crime Watch.
3. 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**
4. 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**
5. 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 – The training course took place on Saturday March 7th.
2. Defib training – the training took place 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

Dayle met with Simon and Jean Matthews to discuss the renovation contract and defects correction. Jean handed over a USB stick with files relating to the contract. Rhian delivered an external hard drive to Jean for her to upload all electronic files relating to the Village Hall including grant information.

**9. Recent and upcoming activities –**

February 20 – Lunch and Learn – served soup and roll. Disappointingly not very many people attended. Needs to be better advertised for next time.

March 4th – Defib Training - held

March 8th – Brain Tumour Charity Coffee Day – good turnout and raised £282 for the charity.

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/Accounts**

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 - £54,798.89 – 12th May 2020 statement
3. The information has been dropped off to the accountant for the accounts to be prepared.

**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. The running grant application is required to be completed by 31 July 2020.
5. The progress report to the Big Lottery is due by 15 June 2020. **Action: Dayle will arrange for the report to be completed and submitted.**

Date of next meeting: **Monday 5th June 2020**, 7pm on Zoom. Joining details to follow.

Meeting closed at 8:05pm.