Neuadd Bentref Llanddona Village Hall

Pwyllgor Committee Meeting

18 May 2021 at 7pm

**Minutes**

**Present:** Dayle Evans, Rhian Hughes, Pat Hughes, Hanna Baguley, Sarah Walczak, Josi Land, Iain de Wit, Robert Macaulay, Peter Sterndale-Bennett, Paul Bishop, Miriam Williams

**1. Apologies:** Helen Abel, Kate Gwilliam, Ann Roberts, Dot Haselgrove, Dave Haselgrove,

**2. Re-opening of Village Hall**

* A cleaning schedule will be required for insurance purposes. It is also good practice.
* Any groups using the Hall will be required to complete a simple risk assessment
* Miriam will look into what our liability is when groups use the Hall – **Miriam**
* Need to prioritise opening/closing of the Hall, cleaning, key holders, etc.
* Need to check with insurer if it is acceptable for security keys to be given to Hall users – **Peter will speak to broker**
* Paul suggested that we engage with a Crime Prevention Officer – **Pat to contact CPO**
* Pat will look into purchasing security lock/keys – **Dayle will provide name of lock provider**
* It was unanimously agreed by the Committee that a cleaner will be hired – 3 hours every two weeks at £10/hr. It was agreed we could go up to £12/hr if necessary – **Hanna will speak to someone she knows to see if they would be interested**
* It will be a condition of Hall users that they need to clean up after themselves

**3. Car Boot Sale on 5 June**

* Tables will be used instead of cars – 7am start for sellers; 8am start for public
* Will be restricted to a maximum of 50 people at any one time
* There will be a one way system for people attending
* Will require marshals on the day – **Dayle will keep a list of volunteers**
* Risk assessment to be prepared – **Pat**
* Miriam will provide hi-viz jackets

**4. Finances**

* Bank balance as at 13/05/21 is £32,185.52
* There is a credit balance for electricity – **Josi will request payment of outstanding balance and set-up a direct debit with Scottish Power**
* Issues with Flogas – there were teething problems with the Hall’s new system which are now resolved. This will see a reduction in our monthly costs with Flogas – **Josi will set up a direct debit with Flogas**

**5. AGM**

* The annual AGM will be held in September. Date to be confirmed.

**6. Training**

* The training budget from the Big Lottery is still outstanding. An extension was given to end of June 2021 – **Rhian will speak to Hywel at the Big Lottery to request a further extension**

**7. AOB**

* **Bilingualism** – in future all literature, posters, etc put out by the Hall will need to be in both Welsh and English
* **Post meeting note – Rhian as requested that a Bilingual Policy be created as part of our policy portfolio. Dayle will prepare draft for Committee review**
* **Grass Cutting** – will require three quotes for grass cutting services – Pat will look into
* Hanna will apply for a pollen garden
* Hanna would like to organise an outdoor event for children – Caffi Ni could provide healthy snacks on the day
* **Grants** – a grant application has been made for a SMART TV. Need to look for other grants that can be applied for
* The outdoor swings have been checked and painted
* Paul has drafted a new constitution document and finance/reserves policy which he will circulate for review shortly
* **Volunteers** – it is clear that going forward it is extremely important that a robust and reliable group of volunteers is formed. **A separate meeting to discuss will be held on Monday May 24th at 7pm in the Hall**

------End of meeting-----

**The next monthly meeting will be held on Monday June 21st at 7pm in the Hall**