Neuadd Bentref Llanddona Village Hall

Pwyllgor Committee Meeting

19 July 2021 at 7pm

**Minutes**

**Present:** Dayle Evans, Rhian Hughes, Pat Hughes, Josi Land, Sarah Walczak, Iain de Wit, Paul Bishop, Lesley Hawke, John Hawke

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

**2. Minutes of Last Meeting.** Pat approved minutes of 21 June 2021 and Josi seconded.

**3. Finances**

* *Bank Balance* - £31,508.22 as at 13 July 2021
* *Folfre Trust* – received a £3,500 grant for a ride-on lawn mower however due to lack of storage facilities it is not feasible to purchase one. **Rhian will speak to Folfre Trust to request that the grant be used towards Haulfre providing the gardening services**
* *Income Generation* – Pat presented the current finances of the Hall based on current Hall usage. If the current trend continues, and Hall usage does not increase considerably, the Hall could potentially be insolvent in three years. In light of this, it was decided that a Finance/Income Generation Sub-Committee will be established to ensure the finances of the Hall are closely monitored, and income generation be given a greater focus. **It was agreed that members of this Sub-Committee will be Pat (Chair), Josi, Dayle and Lesley. Lesley agreed to seek out relevant grants that could be applied for.**
* *Caffi Ni –* Pat and Sarah advised that Caffi Ni made a profit of £1,455.00. Rhian congratulated both on the success of Caffi Ni. It is proposed that Caffi Ni will resume in October. **Lesley will prepare a monthly statement of Caffi Ni finances**
* *Kitchen Equipment –* The Committee approved the purchase of a Food Mixer with a budget of £350 - £375.

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

* A new security lock has been installed on the main door. There are 10 security keys. A deposit of £10 will be required from Hall user for a key**. Dayle will send Peter lock details.**
* A new padlock will be needed for the entrance cage with 10 keys. **Dayle will procure.**
* All Hall users will need to attend an induction to cover how to deactivate and activate alarm.
* Bookings –
	+ the room hire charges document to be reviewed. **Dayle will send document to Committee for their review**
	+ it was decided not to increase Hall charges at present time. Rates will be reviewed in January 2022
	+ it was decided that bookings will be made on-line in future. **Hanna has agreed to look after on-line bookings. John has agreed to assist with setting up**
	+ Kate Gwilliam has made a request to use a room in the Hall two days a week 4pm – 8pm until January. The Committee agreed that if she committed to a 6 month hire the hourly rate would be reduced to £30 per session from £40 per session
* Cleaning –
	+ Rhian spoke to a potential cleaner who would be willing to clean the Hall every two weeks for £10/hour.
* Performance Rights License – the Hall must have a license in order to play music. John handed licensing form to Dayle for payment. **Dayle will arrange payment with Josi.**
* Caffi Ni – require an individual sign-in sheet for each attendee. **Pat will arrange for a new sheet**.
* Puffin Newsletter
	+ Submission to be written up for inclusion in the next edition of Puffin. Submission to be made by 10 July - **Pat and Sarah to give bullet points for an article about Caffi Ni and the Car Boot sale to Dayle who will write an article and submit for publication**

**5. Broadband Connection**

* Superfast broadband will be installed on 9 July 2021. The monthly cost will be £39.99 and there is an installation fee of £9.99

**6. Committee/Volunteers/Community Communication**

* Web domain address – **John will look into obtaining this for the Hall**
* e-mails to Committee – Dayle will send e-mails to Committee Members without showing their e-mail addresses in future
* **Meeting to be held on 1 July 2021, 7pm in the Hall to discuss**

**7. Dogs**

* The Committee agreed that dogs would be permitted on the property outside as long as they are kept on leads**. Rhian will look at replacing signage**

**8. Annual General Meeting**

* AGM will be held on 1 September 2021. Twenty-one days advance notice will be given. The AGM will be open to parishioners of the Community over 18 years of age only.

**9. Fundraising – resurrection of Fundraising Sub-Committee**

* To be discussed at meeting on 1 July 2021

**10. AOB**

* Car Boot Sale – 29 people attended - £254.30 profit
* Cwlwm Seriol only want to use the outdoor area for their event on 3 July, however they would like access to a toilet for two of its volunteers. Caffi Ni will be preparing packed lunches for attendees. It was agreed the charge for the day will be £150.

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

**The next monthly meeting will be held on Monday July 19th at 7pm in the Hall**