

## Neuadd Glannau Ffraw / Aberffraw Village Hall Management Committee

### Minutes of Meeting, 12<sup>th</sup> June 2019 7.00 pm (Meeting 19/06)

**Present:** Mr. M.Mahon (Chair), Mrs. E. Todd (Secretary), Mrs G. Mahon (Treasurer), Mr. J. Owens (Ex Treasurer), Mr. T.Graham, Mrs. H.Williams, Mrs. G.Stallwood, Ms. K.M. Robinson (Caretaker), Mr. K. Levitt, Mrs. E. Williams. Attendee Mrs. S. Goodgroves.

**Apologies:** Mrs. A.M. Owen

**Absent:** none

**Resignations:** Mr. M Wilson, Mrs. B. Owen, Mr. D. Coakley – were thanked publicly for all their previous excellent contributions in the current Grapevine.

**Minutes of previous Meeting No. 19/05:** Approved.

#### **Matters Arising:**

- **19/20 Bingo Tickets** Possibility of sharing ticket costs deferred to September AGM.
- **19/11 External garden Area Layout** See later.
- **19/12 Bodorgan Grant** See later.

#### **Chairperson's Report:**

- **Handover** – all documents and files were received from the outgoing chair.
- **Documents** – committee members should be aware of the contents of the documents and policies on Health and Safety, Equal Opportunities, Welsh Language, Fault or Incident Reports, Hall User Agreement, Caretaker Handbook and Committee Rules & Constitution available on the Hall internal noticeboard and online.  
**Action:** All
- **Caretaker** – was thanked for a spring-clean of the main hall and kitchen, now to be extended to stage area and committee room and kitchen. Duties list was updated in discussion with Chair particularly in relation to summer heating schedule.
- **Contacts** – all main users and contractors contacted, list updated including email addresses.
- **Resignations** – see above.
- **Keys** – updated keyholders' list is being produced. **Action:** MM
- **Schedules and Bookings** – now updated until September, available as electronic diary and online and now handed over along with Hall phone to Secretary. Cancellations also to be noted online and on the hall door as appropriate. Possibility of cancellation charges to be applied.
- **Grapevine** – Printed publicity to be continued for now. June copy delivered, 20 more copies needed for July bringing total to 240, suggestions for alterations and improvements welcome.  
New delivery team: Y Fron/ Fron Heulog (Keith Levitt [27]), Bro Branwen & Bangor St (Sue Goodgroves [33]), Rectory/Church Hall/Maes Llewelyn/ Min y Mor (Elaine Todd [53]), Maes Llewelyn flats (Kirsty Robinson [10]), Terrace Gardens (Terry Graham [5]), Waterside/Tan Refail/Bragdy/Church St/Bodorgan Square/ Llewelyn St, Chapel St & local A4080 (Mike & Gillian Mahon [88]), School Gallery+Shop+Café+Pub [16], Village Hall & JOW Room [7], File [1].
- **Website** – a new web site is under construction by MM containing Village Hall images, documents, bookings, future events etc. plus links to other local establishments and Facebook pages. Ongoing.  
Web Address: [www.aberffraw.wales](http://www.aberffraw.wales)
- **External Noticeboards** – Image samples provided by John Owens were discussed along with best location and ease of use within budget. **Action:** MM & JO

- **Signage** – Bryan Owen (Community Council) has been in contact regarding signposts. Committee agreed simplifying signs to single word 'Toilet' would be more appropriate. **Action:** MM
- **Table Hire** – Possibility of offering this as another service as it was done successfully for vote counting recently.

#### Treasurer's Report:

- **Hall Finances** – The Treasurer provide a detailed report of balances to 11th June 2019 (attached). Currently day to today running costs are at a loss, particularly due to drastic increases in heating and water costs. Charges to be reviewed at AGM. Unclaimed Council Support Grant for 2017/2018 has been requested.
- **Grant Spend** –
  - **Anglesey Charitable Trust Grant – Balance of grant.** Discussions with Phil Redmayne (Builder) about side garden and paving, possibility of moving gates and fixing dangerous kerb. He will also erect external noticeboard. **Action:** MM
  - **Bodorgan Grant** for fire doors, external painting etc. At present a VAT query is holding everything up. We are waiting for Tim Dodd (Bodorgan) and Menna Evans (Community Council) to confirm that payment will be forthcoming. **Action:** GM
- **Public Toilet** – looking into a grant towards costs of public toilets from Community Council. **Action:** GM, JO

**Secretary's Report:** Enquiries, bookings, cancellations now via Secretary who produces monthly schedules. Secretary to liaise schedules with Chair regarding publicity for Grapevine, Website etc. and Caretaker duties.

**Appointment of Vice-Chairperson:** Terry Graham was nominated and voted on as Chairperson. Approved.

**Progress on Major Projects:** See above (Treasurer's Report)

#### Reports regarding Major Users / Representatives:

- **Bingo** – This is running smoothly with prompt payment at present.
- **Yoga** – Storytelling booked for Saturday 15<sup>th</sup> June 7.30-9.30, Workshop Sunday 10-4.00.
- **Dog Training** – running smoothly. Cancellation issues discussed.
- **Whist** – Running smoothly. No issues.
- **Welsh Classes** – Running smoothly. No issues.

**Publicity:** See above (Grapevine, Website). **Action:** MM

**Hall Cleanup:** It was suggested that several working parties would attend to the areas below and report at next meeting:-

- **Kitchens** – cleanup, equipment, utensils (KR, EW, GS, GM, TG). **Action:** KR
- **Hall outside** – tidying up gardens, power washing etc and making provision for benches provided by Horticultural Show (MM, KL, TG, ET). **Action:** MM
- **Hall inside** – needs updating and freshening (ET, HW, SG). **Action:** ET
- TG also agreed to look at the Hoover in the hope of possibly fixing it. **Action:** TG  
Chair thanked TG for recent fixes of floor polisher, outside tap, cistern leak and putting up new double toilet roll holder in public toilet.

#### Future Events:

- **First Aid Course** – Friday 14<sup>th</sup> June 6-9 pm
- **Dog Training** – booked for July Wednesdays plus Sunday 21<sup>st</sup> 10-12noon
- **Games and Bowls** – to start/ re-start this Friday (June 14<sup>th</sup>)
- **Anglesey Druids** – Saturday 6<sup>th</sup> July 9.30-3.30

- **Strawberry Tea** – Saturday 20<sup>th</sup> July 2-4pm. Access will be required for setting up from 10.00am. **Action:** GS to update on requirements
- **Ring of Fire** – no enquiry yet but advertised on their website for August 31<sup>st</sup> overnight. Charges for extra water usage due to shower facility to be looked into. **Action:** GM
- **Village Horticultural Show** – August 26<sup>th</sup> Bank Holiday Monday (Hall required Friday Evening until Monday evening). **Action:** HW to update
- **Footballers** – boxing training sessions (bookings and requirements) still not confirmed. Currently we are storing their equipment. **Action:** MM
- **New Users** – the committee discussed the desire to attract younger users of the hall. It was noted that two supervisors/organisers with DBS (CRB) checks would be required. For now, events that are likely to attract young people, eg Games days etc. would require a responsible adult to be present per 3 children.
- **Fitness Club** advert Nia at Lexva to be looked into : **Action:** MM

#### Any Other Business:

- **Min Y Mor** - whilst building/ renovation works are going on in the community centre, all activities are likely to re-locate to the Village Hall JOW Committee Room. **Action:** MM to confirm start date
  - Monday: 2-4pm Knit and Natter
  - Wednesday: 2-4pm Quiz
  - Thursday: 2-4pm Day Group
- **P.A.T. testing** – we are looking for someone qualified to carry this out. **Action:** MM
- **Music Events** – Suggestion that we could house musical evening as this is becoming less popular in pubs due to interference with food trade. For discussion at future meetings.
- **V.E. Day Commemorative Event May 8<sup>th</sup> 2020** – Spring Bank Holiday 2020 has been moved from Monday to Friday to include the 75<sup>th</sup> anniversary. Suggested Village Hall Committee organise a street / hall event including music, children's party etc. **Action:** MM to make local contacts and organise a working party.

Meeting closed at 9.00 pm.

**Date of Next Meeting:** Wednesday 10<sup>th</sup> July 2019 at 7.00 pm in JOW Committee Room.