

## **Neuadd Bentref Dyffryn Ardudwy & Talybont Village Hall Management Committee Meeting Minutes**

**In attendance:** Derek Haywood (DH) Chair, Mick Tibbets (MBT) Trustee, Patricia Lill (PL) Manager, Jane Tibbets (JT), Ben Bennett (BB)

**Apologies:** Mike Treganza (MT) Trustee, Steff Chambers (SC) Trustee, Nedw Griffiths (NG) Trustee, Denise Stone (DS) Secretary, John Docherty (JD)

In the absence of MT and DS, PL took notes and BB hosted the live Zoom feed.

### **Minutes of Previous Meeting**

Full minutes of the previous meeting were not to hand.

### **Chair's Report:**

The chairman expressed concern that he had again been wrong footed when dealing with people due to a lack of clear internal communication. It was agreed that for this meeting and future meetings working minutes and a draft agenda would be circulated within 24 hours for acceptance at the next meeting.

**Action: BB to draft and circulate minutes and agenda within 24 hours.**

**BB to put a discussion of future minutes and agenda on agenda for next meeting.**

The issue with JB pest control has been resolved

We have yet to have a visit from RJ electrics regarding the wiring for the cafe. It was agreed to explore socket provision for the cafe and outside with them.

**Action: DH to chase and update RJ Electrics.**

The meeting unanimously agreed with the vote of thanks for Jacqui for the hall decorations and the community for the generous donations.

**Action: DH to email or message Jacqui and post our thanks to the community on the hall Facebook page.**

The framed pictorial war memorial is nearly ready.

**DH to seek Community Council (CC) funding and organise an unveiling ceremony to hopefully include the Welsh Royal Fusiliers. It was agreed the goat is welcome.**

### **Treasurer's Report**

The treasurer's report was presented in hard copy and is available in soft copy on request.

Income in respect of hall hire has increased but is still short of pre covid levels.

We have received £17,24 from the Amazon Smile scheme.

Car park resurfacing. The meeting noted the three quotes secured and agreed to proceed with the cheapest quotation from a trusted local tradesman.

**Action: MBT to agree this recommendation with the Trustees and follow up.**

Door refurbishment. The architect has conducted a site visit and plans are awaited.

**Action MBT to follow up.**

### **ERF Restrictions Business Fund**

MBT stated that although it seems we would receive this grant he had been unable to get confirmation through the helpline.

**Action: BB to research further and update at next meeting.**

### **Agenda Matters**

It was unanimously agreed to accept Robert Lees offer to plumb in an outside tap with an internal stopcock.

**Action: BB to liaise.**

It was unanimously agreed to buy new cones to de-mark the car park.

**Action: MBT to secure and install.**

The necessity for portable appliance testing (PAT) for the hall was discussed. BB expressed the opinion that rather than needing an annual professional survey the responsibilities were clear and could usually be acquitted by any sensible person.

**Action: BB to further research and advice committee.**

BB has provided MT as Trustee Chair with details of the process needed to move the village hall and car park nominees from a number of named individuals to the charity commissions nominee company.

**Action: MBT to progress with MT, SC & NG**

Covid. A recent hirer had failed to complete the necessary documentation outlined in our procedures. As a result additional work was caused and in the event of an outbreak the necessary records would not have been to hand immediately. It was unanimously agreed that DH and MT would jointly send a letter to the hirer with a copy to GC enforcement officer as this is a requirement.

**Action: BB to draft an email and pass to DH and MT for action.**

We have yet to hear from the church regarding the large amount of play equipment being stored at the hall. We have been told the matter is in the hands of finance and planning. It was unanimously agreed to issue a formal removal notice for 31 January after which we will be free to dispose as we see fit.

**Action: JT to write and send the formal letter to Pam Odham.**

**Neuadd Bentref Dyffryn Ardudwy & Talybont Village Hall**  
**Management Committee Meeting**  
**Agenda**  
**14 January 2021**  
**7:30pm**

**Agreement or comments on minutes of the last meeting**

**Chair's Report**

**Treasurers Report**

**Actions from last meeting**

**New agenda items**

Dave Wilsons permanent Christmas tree vision.

Car park management

Disabled Parking

Postcode lottery grant funding

Cafe agreement renewal