

Dyffryn Ardudwy & Talybont Village Hall
Trustees and management committee meeting
August 10th 2021 @ 7.00pm at the Cafe

Present: Derek, John Docherty, Mike, Ben, Paul, Trish, Denise, Kath, Eryl, Steph
Apologies: Dave

Minutes of the previous meeting on July 13th 2021 agreed

Chairman: Wished to give thanks to Rob Lee for doing the oak doors

*1 Micky resigned as treasurer, citing the mismanagement of a complaint against himself as the main reason for doing so. Halls procedures need amending to include a complaints procedure. Ben reminded committee that there was a precedence re quilters. Denise would look up from back minutes to add previous directions to constitution/procedures. Trustees would agree what should happen in even of a complaint and record. Formal letter of thanks to be sent to Micky for all work done - Denise

*2 Trustees – as Nedw hadn't attended any meetings for over a year, he was released as a Trustee (constitution). It was suggested that those who were willing should be appointed Trustees – the following agreed – Paul, Kath, Derek, Denise. It was agreed that Derek would Chair both the Trustees and Hall Committee with Denise as secretary to both. John agreed to notify the Charity Commission of the change in Trustees

3* Constitution needs to be adjusted to include amended complaints procedure.

4* Invoices – new treasurer needs to include on paper work to get in touch straight away if there is any dispute about the bill

5* Moving forward – need to find new treasurer – send out the last months invoices – change the bank mandate. Micky had left all the paper work, cheque books and cards and cash which was counted to be £185 in notes and £4.43 change. Last years accounts were agreed – they had been checked by auditors and now with Trustees agreement that they were accurate, could be submitted to the Charity Committee

6* Schedule of works – Derek would make a list, and follow up on front doors and window. Once we have he go ahead from the architect, and we can put out to tender, we need to contact postcode lottery

7* Project plans (CIO) – Ben had sent everyone copies – all agreed to read. To be carried forward to next meeting to see if we take it forward or not.

8* Security – windows now on the catch – groups reminded to lock up etc – everyone to do the best they can

9* Maintenance book needs reinstating so Jonathan can see if there are any maintenance jobs need doing

10* Back kitchen – doesn't need to be commercial – have we the means to go ahead?

11* Hierarchy of contacts – follow up

12* Jonathans self-employment status – he needs to invoice us monthly to be self employed otherwise he is an employee

13* Kath would like to hold a table top sale – Trish to check covid requirements, but boot sale in car park suggested as an alternative

14* Ben resigned from the Committee

DATE of next meeting: Tuesday September 14th 2021 @ 7.00 at the Cafe

