

Dyffryn Ardudwy and Talybont Village Hall

Minutes of the Hall Committee and Trustees for Tuesday July 13th 2021

Present: Trish; Paul; Ben; Kath; Mike T; Derek; Denise

Apologies: Nedw; Dave; Micky

Minutes of June 8th approved, with amendment that Dave was doing the spraying not Micky
Matters arising: Kath concerned about the H&S aspects of spraying, and suggests we consider using salt.

As there was only one Trustee present, and currently no constitution, no decisions could be made, only recommendations.

Chairmans report: - all well. Derek would look at the previous purchase of troughs, as Community Council have agreed to donate an extra trough for the war memorial.

Treasurers report: Micky left a comprehensive report as to the state of the finances

Covid guidelines re breach: all had been dealt with, with the group concerned, but did raise question of who to contact. Thanks to Jackie and Trish for their swift response

Communication: for major incidents it was agreed that the following would be the hierachy/point of contact of who to contact- First – Denise who would then contact Chairmans of Trustees and Hall Committee, who would then contact other Trustees/members of Committee if nescessary. Phone no.s etc would be circulated and left at the cafe for cafe staff.

Switch room: what would it take to make it up to useable standards? No fridge. Double sink. Surfaces. Kettles(s). Microwave. Cupboard for crocks and cutlery. Suggest Micky and Derek get together to see what needs to be done and report back.

Caretaking: Jonathan is self employed, and is responsible for his own public liability insurance, which he has. We should have a copy on file. It was suggested that he fills in an invoice each month to bill us for his hours he has worked.

Contracts: Jonathans and Trishs contracts should be done professionally when due for renewal.

Constitution/Trustees – It was suggested that Denise and Derek be added to the Trustees, and that an AGM be called for April, by which time the constitution should have been ironed out. There are templates available to help us, as a Charitable Incorporated Organisation.

Nolan Principles: it was agreed that as an organisation we should adopt the Nolan Principles, established in 1994 to govern behaviour in public life– everyone agreed that this should happen. To remind everyone, these, in brief are:-
SELFLESSNESS- act solely in terms of the public interest. You should not do so in order to gain financial or other benefits for yourselves, family or friends
INTEGRITY- should not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you
OBJECTIVITY- make choices on merit
ACCOUNTABILITY- be accountable for your decisions and actions to the public
OPENNESS- be as open as possible about all the decisions you take

HONESTY – declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest

LEADERSHIP – promote and support these principles by leadership and example

Maintenance: - it was suggested Micky and Derek draw up a list of what needs to be done, so jobs can be shared out/put out to tender

Security:- on some occasions windows etc have been left open – groups need to be reminded to shut everything up when they leave (difficulties with closing some windows as those of smaller stature cannot reach). Discuss at next meeting

Date of next meeting:

TUESDAY AUGUST 10TH @ 7.00PM AT THE CAFE