**NOTES OF VILLAGE HALL COMMITTEE MEETING**

**HELD ON TUESDAY, 10th OF MAY, 2022**

**Present**: Denise Stone (DS), Derek Haywood (DH), Mike Tregenza (MT), Bernadette Beddall (BB)

**Also Present**: Mickey Tibbetts (MiT) (representing Community Groups)

**Apologies**: Paul Jennings

1. **CORRESPONDENCE**

**Bowling Club -** MiT raised concerns that the Bowling Club had not received a bill for February – April, DS explained that she had been unwell and a bill would be sent as soon as possible.

**General Correspondence** - MiT stated that his name remained on some of the hall correspondence, eg insurance, MT explained that he had phoned to report this and to request a change of name. Amazon Smile were also still sending e-mails to MiT as moneys were still being paid by them to the Village Hall, MiT was provided with the generic e-mail address which had recently been created: neuaddbentredat@gmail.com.

MiT noted that the previous minutes stated that a letter of thanks would be sent to the previous treasurer, he noted that he had never received a letter of thanks and wondered whether the letter had been sent to Ffion as promised, DS explained that she had sent Ffion a message via Facebook, MiT was thanked for his past contributions.

MiT stated that when he had resigned (regarding an incident with the yoga instructor) he had not received a response, he explained that a two-page letter of complaint had been received which he had replied to, DS explained that she had not felt that the matter was worth pursuing further as it was not up to the Committee to make a judgement, MT agreed and explained that the Village Hall Committee members were all lay persons who could not adjudicate for fellow trustees, should this be required then they would need to utilise an independent arbitrator, he had not felt the matter worth pursuing as MiT had resigned and both parties provided with an opportunity to put across their points of view.

2. **MAINTENANCE**

DH had sent an e-mail to Steve Bond (who had been away at the time and would respond upon his return) regarding the work to be done on the entrance, an e-mail response was received four weeks later explaining that due to Covid some projects had been put on hold and Steve would be ‘catching up’ in order from oldest to newest, the hall was not therefore at the front of the queue. It was noted that they were also still waiting for drawings and an architect, in order to keep the costs low Steve was attempting to complete the work in-between his other jobs with the hall being slotted in where possible. DH had recently sent a further e-mail requesting an update on the drawings (as these had been paid for), he would also request from Steve a committed estimated time of completion, it was noted that the work would need to be completed in the winter.

It was reported that Kathleen Aikman had spoken to the allotment holders regarding the proposed plans and suggesting that the money be re-allocated to different projects, it was noted that the funds were in a reserve account and could only be used for this particular project, it was agreed that this matter would be discussed in the Regeneration Meeting the following week. DS explained that she was in charge of finances and they could not be accessed by anybody else.

DH noted that the pointing was ‘desperate’ and that the front of the building also needed to be done, this could not be paid for from the reserve account, he explained that there were numerous leaks in the building. MiT explained that although he had resigned as Treasurer he maintained an interest in what was going on.

DH stated that a ramp was required outside instead of the step, they would need to apply for grants, he explained that they were having difficulty finding anybody to do the pointing.

3. **CAFÉ**

It was noted that the café rent was due to increase, DS would send a letter to Trish. Her rate would be increasing by 3-4% (currently £369.50), the cap would increase again in October which would not cover the increase in electricity costs. Previous calculations were that the rent from the café would cover the electricity for the Hall (Trish paid for her own gas) but this was no longer the case.

**Action: DS**

4. **HEATING**

A Wifi sensor had been installed in the oil tank, MT had ordered 1,000 litres of oil from Certas but it had not yet been delivered (he would check again the following morning as the sensor may take time to work). It was noted that the contact within Certas was Neil Jones.

5. **REPRESENTATIVES**

It was agreed that representatives from all groups were welcome to attend future meetings, the next Regeneration Group meeting would be held on 17th of May at the Ysgethin Inn.

MiT left the meeting.

6. **FINANCE**

DS reported that outstanding invoices had been paid that evening (including MiT, DH, RG Electric, Gwynedd Disposables, Gwynedd Council and Christian Bowater). All bills would be sent out by the following Monday, DS had ordered an invoice book from the printers which would include the hall’s details.

DS stated that there was currently £4,098.16 in the Hall’s current account with £29,000 in reserve, further income was due in the next few weeks (including Mr Finch (Sequence Dancers) who usually paid his bills immediately by BACS), she hoped that all finances would be up to date by the following week.

It was noted that rates relief must be applied for the period 2022/23, DS would look for the relevant forms online, MT was also willing to assist.

**Action: DS/MT**

DS suggested that they consider re-fitting the café with a commercial kitchen when work was being done on the window and increase the rent. MT felt that the whole area needed to be ripped out noting that the appliances were not designed for their current purpose (the cafe was previously a snack bar) and felt that a range was required. They would also need to consider charging commercial rates for a commercial kitchen when Trish’s contract expired. They would need to consider efficiency, ergonomics, workflow and eligibility for solar panels (DH did not believe that these would be permitted as it was a partly-registered building).

**Mandate** –feedback had not yet been received, DS explained that moneys were owed to her for printing and she would therefore submit an invoice. MiT had been removed from the mandate, DH and MT had been added. DS explained that she had completed the business profile the previous week, everybody should therefore be on the system and able to sign cheques etc. It was agreed that they would ‘test’ this by paying DS for her invoice, MT and DH would sign the cheque – this would ensure that everything was working correctly.

**Action: DS/MT/DH**

**Electricity** – MT explained that the current electricity contract would end in May (Eon), a renewal notice had been received, MT and DS would need to consider the pence per unit on the new contract compared to the previous contract, MT noted that they would need to ensure that all costs were being covered. Concerns were raised that the price of oil had recently increased from 55 pence per litre to over a pound or more, they would need to ensure that they had ‘factored-in’ enough to cover all costs - costs had doubled but the Hall’s income had not.

**Action: MT/DS**

7. **ANY OTHER BUSINESS**

**Youth Club**

DH would contact Meinir Thomas to discuss sorting the cupboard which contained the youth club equipment, he explained that all food had been destroyed as it was out of date, it was suggested that the Cylch may be able to use the equipment.

**Action: DH**

 **Video Conference Equipment** – MT reported that the Community Council had purchased video conferencing hardware which had recently arrived, funds would be taken from the Hall’s allowance.

**Maintenance** – DH had spoken to Jonathan regarding the weeds and other outstanding work (Dave Kehoe had carried out the work previously, however, it was Jonathan’s responsibility), DH would send him another reminder and request a commitment as to when it would be done.

**Action: DH**

It was reported that Trish provided breakfasts as good will for those carrying out favours for the Hall, it was agreed that she should invoice the Committee or have the equivalent value taken off something else as payment.

DH would ask RG to disconnect ‘dead wires’ and add a blanking plate to the wall.

**Action: DH**