

Dyffryn Ardudwy A Talybont Village Hall Minutes 10/01/2023

Attendees

Denise Stone – Treasurer
Trish Lill – Café Manager
Mike Tregenza – Secretary (Temporary)
Dave Wilson

Apologies

Josie Atkins

Of the meeting

10th January 2023

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1 **Chairs Welcome**

The position of chairman is still open.

2 **Apologies**

None.

3 **Minutes of the previous meeting**

The minutes from previous meeting were agreed as correct by Mike Tregenza, Denise Stone & Dave Wilson.

4 **Chairman's Report**

The role of Chair and vice chairman are still vacant.

5 **Treasurers Report**

Current A/C - £4889.17

Reserve A/C - £26625.94

There is a backlog of rents and payments due holidays and illness.

6 **Maintenance**

Leigh Bramwich will fit draft excluder for the rear door as there is a huge gap. The cost is £7.99 which the hall committee will reimburse.

The hand sanitizer dispensers need replacing, Denise Stone to order another eight units for the village hall.

There is a broken glass pain in one of the doors, Dave Wilson to put some plastic over the broken pain until it can be fixed properly. – Mike to ask Mervyn Jones if he can fix the panel.

There is some mold in the corner of the meeting room, most likely caused by gutter issue. Jonathan Ensor waiting for dry day to clear gutters.

7 **Groups**

Youth club to continue for the time being.

Taster Weekend – need to be postponed. Potentially moved to Easter 2023.

Booking 21/01/2023 for book launch that will be in the village hall.

8 **Café**

Trish Lill provided the health inspection report for the village hall which is a matter for public record. The till cupboard and microwave shelf and the paint above the extractor fan all need to be replaced in the next 1-3 months. Mike Tregenza & Dave Wilson to arrange to replace these items during January 2023.

The committee are disappointed that Swift have still not responded. Andrew Stone has expressed an interest to do the work in the café, Trish Lill will discuss this week with Andrew. Dianna Tregenza will reach out again to Criccieth TV for a site visit / quote.

Mike Tregenza to chase Alun Williams for the insurance inspection and the extractor fan.

9

Date of next meeting

13th February 2023 Village Hall

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Action Point Register

No	Action	Owner	Progress	Status
10082021 -1	Send mandate to NatWest to update signatures for the bank account.	Mike Tregenza	20/07/22 – Derek Haywood & Mike Tregenza successfully added and Micky Tibbetts removed.	Complete
10082021 – 2	Letter to Micky Tibbetts concerning the complaint and his subsequent resignation.	Denise Stone	Letter sent.	Complete
10082021 – 3	Charitable Incorporated Organization (“the CIO”) – Constitution update/change	Mike Tregenza	20/07/22 – This is lengthy process and involves setting up new charity before transferring the details from the existing setup. It will take some time to progress.	Ongoing
10082021 – 4	Schedule of works for the Village Hall	Derek Hayward	20/07/22 – Recorded under Maintenance agenda item.	Complete
10082021 – 5	Hierarchy of Contacts	Denise Stone	20/07/22 -Operational to be handled by Trish Lill, otherwise by letter to Secretary.	Complete
10082021 – 6	Jon Ensor requirement to provided monthly invoicing	Ffion Thomas / Kathy Aikman	20/07/22 – Reminder to be sent to Jon Ensor. 12/10/22 – Denise to provide Jon a template as this must be completed for compliance purposes. 14/12/2022 – Ongoing. 10/01/2023 – Ongoing.	Ongoing

10082021 – 7	Tabletop sale COVID-19 regulations	Trish Lill	20/07/22 – Complete.	Complete
14092021 – 1	Flower meadow in village hall car park	Denise Stone	20/07/22 – No further action on this action.	Closed
14082021 – 2	Move internet router and replace repeater in hall	Mike Tregenza	20/07/22 – Router is now located at the back of the stage.	Complete
14092021 – 3	Ffion Thomas to setup a generic email account for the Village Hall	Ffion Thomas	20/07/22 – Complete, use neuaddbentredat@gmail.com	Complete
10052022 – 1	Denise Stone to write to Trish Lill to confirm café rent increase	Denise Stone	20/07/22 – Action completed.	Complete
10052022 – 2	Denise Stone to bring invoicing up to date for all the groups	Denise Stone	20/07/22 – Action completed.	Complete
10052022 – 3	Derek Haywood to ask Meinir Thomas for date when Youth Club equipment will be removed from the village hall.	Derek Haywood	20/07/2022 – Meinir Thomas to collect youth club equipment 23/07/2022. 12/10/22 Meinir and Nia Rees to review the cupboard contents when the club restarts. 14/12/2022 – Complete	Complete
10052022 – 4	The committee noted the increase of weeds outside the village hall	Derek Haywood	20/07/22 – Derek Haywood to raise with Jon Ensor. Mike Tregenza suggested using concentrate vinegar rather than weed killer. 12/10/22 Weed killer has been used recently.	Complete
10052022	The wires for the old lights in the toilet's hallway require disconnecting.	Derek Haywood	20/07/22 – AW Electrics will undertake this work as part of other planned maintenance. Waiting on spares. 14/12/2022 – Complete.	Complete
20072022 – 1	Collection of choir boxes	Mike Tregenza	20/07/22 – The boxes were collected.	Complete

20072022 – 2	Replacement of wheels for piano	Mike Tregenza	20/07/22 – Derek Haywood to source replacement rubber wheels for the piano. 14/12/2022 – Ongoing. 10/01/2023 – There is a trolley for moving the piano, this is now back at the village hall.	Complete
20072022 – 3	Additional tables for the quilters	Derek Haywood	20/07/22 – Derek Haywood to confirm if the x10.additional tables are required. 14/12/2022 – Ongoing. 10/01/2023 – Mike to ask Dianna for support locating the required tables.	Ongoing
20072022 – 4	Mike Tregenza to send Denise Stone Swift Maintenance invoice	Mike Tregenza	12/10/2022 – Invoice paid.	Complete
20072022 – 5	Andy Beddal to inspect the village hall PA system	Derek Haywood	12/10/22 – Completed.	Complete
20072022 – 6	Caretaker to be able to do alarm testing	Trish Lill	12/10/22 – Jon Ensor started doing the testing this week.	Complete
20072022 – 7	Consolidation of Groups / AGM	All	12/10/22 – Ongoing. 14/12/2022 – Ongoing.	Ongoing
14/12/2022 - 1	Jose Atkins to inquire if Jamie Brooks can help with Hall Frontage replacement	Jose Atkins	10/01/2023 – Ongoing, there have been discissions over Christmas with Jamie Brooks and RG's @ Dolgellau.	Ongoing
14/12/2022 – 2	Mike Tregenza to ask Alun Williams to replace café extractor	Mike Tregenza	10/01/2023 – Mike to chase-up Alun Williams.	Ongoing
14/12/2022 – 3	Dave Wilson to make temporary repair to broken glass in sliding doors	Dave Wilson	Complete	Complete

10/01/2023	Mike Tregenza & Dave Wilson to make repairs to café area as set out in the inspection report.	Mike Tregenza / Dave Wilson		New
10/01/2023	Mike Tregenza to ask if Mervyn Jones can replace the broken pain of glass in the internal door in the hall.	Mike Tregenza		New

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