

Dyffryn Ardudwy a Talybont

Cofnodion Cyfarfod Neuadd Bentred 16 Mehefin 2023

Presennol:

Denise Stone - Trysorydd
Nedw Griffith - Ymddiredolwr
(*Gweler rhestr ar wahan ar gyfer aelodau cyhoedd oedd yn bresennol*)

Ymddiheuriadau:

Ann Walker
Llinos Williams
Dayle Lippitt
Amanda Johnson
Julie Sullivan
Steff Chambers
Helen Courtney
Susan Maguire
Eryl Jones Williams

Agenda / Cynnwys

1. Croeso, Ymddiheuriadau a chais am aelod i gofnodi'r cyfarfod
2. Cofnodion or cyfarfod a cynhaliwyd 4ydd Fai
3. Cais am aelodau pwyllgor
4. Adroddiad y Trysorydd
5. Adroddiad cynnal a chadw
6. Diweddariad grwpiau a defnyddwyr y neuadd
7. Diweddariad y Caffi
8. Dyddiad y cyfarfod nesaf

1. Croeso, Ymddiheuriadau a chais am aelod i gofnodi'r cyfarfod

Cyfarchion ac ymddiheuriadau dan arweiniad Denise Stone a Nedw Griffith. Cynigiodd Melissa Hunt gymryd munudau.

2. Cofnodion or cyfarfod a cynhaliwyd 4ydd Fai

Cafodd copiau called ei ddosbarthu i fynychwyr y cyfarfod eu hadolygu. Nid oedd y rhain wedi'u llofnodi na'u cadarnhau fel record cywir.

3. Cais am aelodau pwyllgor

Maer pwyllgor yn isel iawn ar aelodau (dim ond 3 erbyn hyn), cafodd apel am wirfoddolwyr ar gyfer y swyddi isod er mwyn cydymffurfio â chomisiwn elusennau ac i rannu'r llwyth gwaith gofynnol.

Swyddogion	Gwirfoddolwyr
Cadeirydd	dim
Is-Gadeirydd	dim
Ysgriffenydd	dim
Trysorydd	Bill Limpet, Eryl Jones

Awgrymodd Joe Jones bleidlais o ddiffyg hyder yn aelodau presennol y Pwyllgor. Fodd bynnag, ni aethwyd ymlaen ar cynnig hon yn ystod y cyfarfod gan fod y mwyafrif yn cytuno ei bod er lles gorau'r Neuadd Bentref i gadw'r aelodaeth bresennol tra bod aelodau newydd yn cael eu recriwtio.

Gofynnodd y mynychwyr cwestiynnau er mwyn cael eglurhad ynghylch cyfrifoldebau, meini prawf cymhwyster, gofynion amser ac ati y rolau, ac ni allai'r aelodau presennol eu hegluro'n llawn. Cadarnhaodd yr aelodau presennol y byddent yn cael a rhannu (*Gweler y Gofrestr Weithredu*)

Cafodd ei awgrymmu creu cyfathrebiad cryno i geisio annog cefnogaeth ehangach ac I recriwtio gwirfoddolwyr o'r gymuned. Gallai hyn gynnwys trosolwg o'r neuadd, yr hyn y mae'r pwyllgor yn ei wneud, crynodeb o bob un o'r rolau allweddol o fewn y pwyllgor a chais am gefnogaeth. Er mwyn cynyddu ei gyrhaeddiad, awgrymwyd y dylid postio hwn ar gyfryngau cymdeithasol priodol yn ogystal â chreu pamffled – cynigiodd nifer o fynychwyr eu cefnogi a chytunodd Rachel Medlicot i arwain a threfnu (gweler y Gofrestr Weithredu).

4. Adroddiad y Trysorydd

Cyflwynwyd y canlynol fel Adroddiad y Trysorydd hyd at 12 Mehefin 2023:

Cyfrif wrth gefn:	£24,732.44
Cyfrif cyfredol:	£2,830.67
Anfonebau:	• Andy Stone, Cyngor Gwynedd – gwastraff
Biliau a dalwyd:	• Jonathan Ensor, cyflog; • Drysau awtomatig (£3,825) hanner taliad am adnewyddu'r drysau; • Certas (£885.51) olew; • Gwynedd Disposables (£302.05)

Cadarnhaodd Denise Stone hefyd fod angen i 2 berson lofnodi sieciau (Pwynt Gweithredu blaenorol).

5. Diweddariad cynnal a chadw

- Canopi ar gyfer y gegin – angen caniatâd cynllunio ac yn aros am ateb. Ansicr yn ystod y cyfarfod a wnaed cais am ganiatâd;
- Archebiad byrddau (gweithred blaenorol), problem gyda danfoniad. Dim dyddiad dosbarthu clir wedi'i gadarnhau er bod hwn yn weddill ers 18 mis;
- Rheiddiaduron ychwanegol (gweithred blaenorol) – eto i'w symud ymlaen;

Cadarnhawyd hefyd bod camerâu diogelwch wedi'u prynu a'u gosod yn rhannol heb gadarnhad o gymeradwyaeth y pwyllgor – am gost o tua. £500. Ni allai'r un o'r aelodau pwyllgor a oedd yn bresennol gadarnhau sut y digwyddodd hyn, ond cadarnhawyd bod yr aelod blaenorol Michael Treganza wedi prynu'r offer ac wedi dechrau ar y gwaith gosod. Mae angen i aelodau presennol y pwyllgor ymchwilio i hyn (Gweler y Gofrestr Weithredu)

6. Diweddariad Grwpiau

Heriwyd diogelwch sieciau / arian parod a roddwyd yn y blwch diogelwch allanol gan wahanol Grwpiau. Er na adroddwyd am unrhyw golledion hyd yma, teimlai rhai mynychwyr y gellid adennill arian parod ohono heb fawr o ymdrech. Awgrymwyd y dylid dod o hyd i flwch diogelwch y tu mewn i'r adeilad er mwyn i'r Grwpiau ei adneuo ar adeg eu gweithgareddau. Ni chytunwyd ar unrhyw gamau pendant yn ystod y cyfarfod oherwydd nad oedd digon o aelodau pwyllgor yn bresennol. Awgrymwyd hefyd y gallai'r pwyllgor fynw bod yr holl arian yn cael ei dalu drwy BACs i ddileu'r risg yn gyfan gwbl (Ni chytunwyd ar unrhyw gamau). Ar hyn o bryd, mae'r holl arian a dderbynnir yn cael ei dalu i mewn gan Denise (y Trysorydd) ym Mhwlheli drwy gydol y mis. Gwnaethpwyd yr awgrym hefyd i ddefnyddio'r Swyddfa Bost leol yn lle hynny - er na chytunwyd ar unrhyw gamau.

Codwyd cwestiwn ynghylch caniatâd i Grwpiau wneud diodydd yn y gegin gefn, ac os y byddai angen i lechyd yr Amgylchedd ei chadarnhau ar gyfer pob Grŵp cyn rhoi caniatâd. Ansicrwyd o ran gofynion a chmau gweithredu a grëwyd i Leigh Bramwich ymchwilio iddynt (Gweler y Gofrestr Weithredu)

7. Diweddariad Caffi

Mae'r caffi ar gau ar hyn o bryd ac mae hyn yn amlwg wedi achosi cryn ddryswch a gofid i nifer fawr o bobl – a dyna pam y bu'r nifer uchel o fynychwyr yn y cyfarfod hwn – llawer ohonynt wedi lleisio'u dicter ynghylch y sefyllfa.

Yn dilyn cyfnod o drafodaethau heb reolaeth, cyflwynwyd datganiad llawn gan Trish Lil (Rheolwr Caffi/Neuadd) yn amlinellu'r digwyddiadau a arweiniodd at ei gau. Mae'r datganiad hwn ynghlwm wrth y cofnodion hyn am fanylion llawn. Cyflwynwyd nad oedd cyfres o benderfyniadau a chmau gweithredu pwyllgor wedi'u dilyn - er

gwaethaf y wybodaeth bod y contract 5 mlynedd presennol i fod i ddod i ben ar 9 Mehefin 2023 - gan arwain at ddiffyg cytundeb cyfreithiol priodol cael ei baratoi, yn ogystal â chyfleusterau cegin annigonol ac anniogel. Honnwyd bod yr hepgoriadau hyn a'r diffyg gweithredu wedi'u dogfennu mewn nifer o gofnodion blaenorol a dyma oedd prif achos cau'r caffi - ac yn y pen draw busnes Miss Lil - o 9 Mehefin 2023. Dywedodd Trish, fel landlordiaid yr eiddo roedd hi'n rhentu i redeg ei busnes, roedd gan y Pwyllgor gyfrifoldeb i sicrhau bod yr adeilad a'i gyfleusterau'n bodloni'r safonau hylendid a diogelwch gofynnol ac roedd wedi ymrwymo'n rheolaidd i drefnu ei adnewyddu a darparu contract cyfreithiol addas i ddisodli'r un presennol pan ddaeth i ben. Mae cau'r caffi wedi arwain at golli busnes Trish (ei hunig incwm), yn ogystal â chyflogi 4 unigolyn lleol.

Cadarnhawyd bod angen cegin fasnachol yn lle'r drefn ddomestig bresennol. Cadarnhaodd y pwyllgor fod ffi o £1,800 wedi'i wario ar ddyfynbris, a hefyd mai tua 18 mis oedd yr amseroedd aros ar gyfer adnewyddu ceginau masnachol. Heriwyd gwerth y dyfynbris hwn gan nifer o fynychwyr, gyda honiadau y byddai nifer o gwmnïau eraill fel arfer yn darparu Ffocws dyfynbris neu swm sylweddol is.

The committee could not offer a rationale as to why committee agreement had been given for that quote, although it was confirmed that local companies such as Huws Grey and L&L did not offer commercial kitchens. Scott Courtney (attendee) stated that he could engage his previous firm of commercial re-fitters to explore and potentially quote (See Action Register)

Mynegodd y rhai a oedd yn bresennol bryderon ynghylch yr effaith y mae'r diffyg honedig o ran gweithredu gan y Pwyllgor wedi'i chael ar unigolion a'u henillion a gofynnwyd am fanylion atebolrwydd ac iawndal. Nid oedd yr aelodau'n gallu cynnig unrhyw eglurder ar hyn a dywedasant y byddai'n destun i'r Cyngor Cymuned. Gofynnwyd i'r aelodau presennol geisio derbyn arweiniad gan y Cyngor Cymuned ar argaeledd cymorth cyfreithiol (Gweler y Gofrestr Gweithredu). Awgrymodd y rhai a oedd yn bresennol y dylai Trish hefyd geisio arweiniad cyfreithiol annibynnol.

Cyflwynwyd llythyr a darllenwyd i'r Pwyllgor gan Kimberley Swift – un o weithwyr y Caffi – y mae hi hefyd yn ei anfon at Gyngor Cymuned Dyffryn Ardudwy. Mae'r llythyr hwn wedi'i atodi'n llawn i'r cofnodion hyn.

8. Dyddiad y cyfarfod nesaf

11/07/23 , 7.00yh

Rhestr Weithredu

Dyddiad	Gweithred	Perchennog	Cynydd	Statws
16/06/23	1. Disgrifiadau rôl a chanllawiau cymhwyster i'w creu a'u hanfon at Rachel Medlicot	D Stone & N Griffith	WIP	Agored
16/06/23	2. Creu pamffled a chydlynu gweithgareddau gwirfoddol	Rachel Medlicot	WIP	Agored
16/06/23	3. Cadarnhau'r broses gymeradwyo a ddilynwyd i gael camerâu diogelwch	D Stone (Treasurer)	WIP	Agored
16/06/23	4. Cadarnhau gofynion lechyd yr Amgylchedd ar gyfer Grwpiau sy'n defnyddio cegin gefn ar gyfer lluniaeth	Leigh Bramwich	WIP	Agored
16/06/23	5. Manylion gofynion adnewyddu ceginau i'w darparu i Scott Courtney am bris arall	D Stone & N Griffith	WIP	Agored
16/06/23	6. Cadarnhau bod cymorth / arweiniad cyfreithiol ar gael gan y Cyngor Cymuned mewn perthynas ag iawndal i berchennog y Caffi	D Stone & N Griffith	WIP	Agored
16/06/23	7. Gwneud cais am ganiatâd cynllunio ar gyfer gwyntyll echdynnu yn y gegin	D Stone & N Griffith	Yn agored ers y cyfarfod blaenorol	Agored
14/03/23	8. Egluro pwy y dylid cysylltu ag ef ynghylch grantiau	D Stone	Angen gwybodaeth pellach 14/04 – ar y gweill Buddug Hewlett 16/06 – Dim diweddariad pellach	Agored
14/03/23	9. Byrddau Newydd ar gyfer gweithgareddau	D Stone & D Underwood (+ Dave Wilson?)	11/04 – byrddau wedi archebu 16/06 – aros 18mis am fyrddau	Agored

Dyffryn Ardudwy & Talybont Village hall Minutes 16th June 2023

Attendees:

Denise Stone - Treasurer
Nedw Griffith - Trustee
(see separate list for other non-member attendees)

Apologies:

Ann Walker
Llinos Williams
Dayle Lippitt
Amanda Johnson
Julie Sullivan
Steff Chambers
Helen Courtney
Susan Maguire
Eryl Jones Williams

Agenda / Contents

9. Welcome, apologies & request for minute taker
10. Minutes of previous meeting (4th May)
11. Request for new committee members
12. Treasurers Report
13. Maintenance update
14. Groups update
15. Café update
16. Date of next meeting

1. Welcome, apologies & request for minute taker

Greetings & apologies conducted by Denise Stone and Nedw Griffith. Melissa Hunt offered to take minutes.

2. Minutes of previous meeting (4th May)

Small amount of printed copies made available for attendees to review. These had not been signed or confirmed as approved.

3. Request for new committee members

Committee very low on members (now just 3), with a request for volunteers for the below positions in order to comply with charity commission and to share the required workload.

Vacancies	Volunteers
Chair	Nil
Vice-chair	Nil
Secretary	Nil
Trustees	Bill Limpet, Eryl Jones

Joe Jones suggested a vote of no confidence in existing Committee members. However, this was not pursued during the meeting as majority agreed it was in the Village Hall's best interests to maintain existing membership whilst new members recruited.

Various questions asked by attendees to gain clarity the responsibilities, eligibility criteria, time requirements, etc. of the roles, which the existing members were unable to fully clarify. The existing members confirmed they would obtain & share (*See Action Register*)

It was suggested that a summary communication be created to seek wider support and volunteers from the community. This could include an overview of the hall, what the committee does to maintain its availability, a summary of each of the key roles within the committee and a plea for support. To maximise its reach, it was suggested that this should be posted on appropriate social media as well as a 'leaflet drop' – which a number of attendees offered to support with and Rachel Medlicot agreed to lead on and organise (see Action Register).

4. Treasurers Report

The following was submitted as Treasurers Report up to 12th June 2023:

Reserve Account:	£24,732.44
Current Account:	£2,830.67
Invoices Expected:	• Andy Stone, Gwynedd Council – waste removal
Bills paid:	• Jonathan Ensor, salary; • NG automatic doors (£3,825) half payment for renewing front doors; • Certas (£885.51) oil; • Gwynedd Disposables (£302.05)

It was also confirmed by Denise Stone that 2 people required to sign cheques (previous Action point).

5. Maintenance update

- Canopy for kitchen – planning permission required and awaiting reply. Unclear during meeting if permission has actually been applied for;
- Tables ordered (previous action), but problem with delivery. No clear delivery date confirmed despite this being outstanding for 18 months;
- Additional radiators (previous action) – yet to be progressed;

It was also raised and confirmed that security cameras had been purchased and partly installed without confirmed committee approval – at a cost of approx. £500. Neither of the attending committee members could confirm how this happened, but confirmed that previous member Michael Traganser had purchase the equipment and begun the installation. This requires investigation by existing committee members (See Action Register)

6. Groups update

A challenge was made to the security of cheques / cash placed in the outside security box by various Groups. Whilst no reported losses to date, some attendees felt that cash could be retrieved from it with minimal effort. A suggestion was made that a security box inside the building was sourced for Groups to deposit in at time of their activities. No definitive action agreed during meeting due to insufficient committee members present. It was also suggested that the committee could insist that all monies be paid via BACs to remove the risk completely (No action agreed). Currently, all monies received are paid in by Denise (the Treasurer) in Pwllheli throughout the month. The suggestion of using the local Post Office instead was also made – although no action agreed.

Query raised on permission for Groups to make drinks refreshments in the back kitchen, with a challenge made that Environmental Health need to confirm for each Group before permissions granted. Uncertainty in requirements and action created for Leigh Bramwich to investigate (See Action Register)

7. Café update

Café is currently closed and this clearly caused considerable confusion and upset to a large number of people – hence the high level of attendees at this meeting – many of whom voiced their anger at the situation. Following a period of uncontrolled discussions, a full statement was presented by Trish Lil (Café / Hall Manager) outlining the events leading to its closure. This statement is attached to these minutes for full details. It was presented that a series of committee decisions and actions had not been followed - despite knowledge that the current 5 year contract was due to expire on 9th June 2023 - resulting in a lack of appropriate legal contract being prepared, as well as insufficient and unsafe kitchen facilities. It was claimed that these omissions and lack of action are documented in a number of previous minutes and were the primary cause of the closure of the café – and ultimately Miss Lil's business - from 9th June 2023. Trish stated that, as landlords of the premises she was renting to run her business, the Committee had responsibility to ensure the building and its facilities met the required hygiene and safety standards and had regularly committed to arrange its refurbishment and provide a suitable legal contract to replace the existing one when it expired. The closure of the café has resulted in the loss of Trish's business (her sole income), as well as the employment of 4 local individuals.

The committee were unable to confirm why previous agreed actions had not been implemented or adhered to, nor did it offer any formal apology for the errors that led to its closure.

It was confirmed that a commercial kitchen is required to replace the current domestic set up. The committee confirmed that a fee of £1,800 had been spent on a quote, and also that wait times for commercial kitchen refits were circa 18 months. The value of this quotation was challenged by a number of attendees, with claims that a number of other companies would typically provide a quotation FoC or at a significantly lower amount. The committee could not offer a rationale as to why committee agreement had been given for that quote, although it was confirmed that local companies such as Huws Grey and L&L did not offer commercial kitchens. Scott Courtney (attendee) stated that he could engage his previous firm of commercial re-fitters to explore and potentially quote (See Action Register)

Attendees raised concerns on the impact that the claimed lack of Committee action have had on individuals and their earnings and requested details on accountability and compensation. The members were unable to offer any clarity on this and stated that it would be a topic for the Community Council. It was requested that the current members seek guidance from the Community Council on availability of Legal assistance (See Action Register). Attendees suggested that Trish should also seek independent legal guidance.

A letter was presented to and read out to the Committee by Kimberley Swift - an employee of the Café - which she is also sending to Dyffryn Ardudwy Community Council. This letter is attached in full to these minutes.

8. Date of next meeting

Confirmed as 11th July, 7.00pm

Key Points & Actions Register

Date	Action	Owner	Progress	Status
16/06/23	10. Role descriptions and eligibility guidelines to be created & sent to Rachel Medlicot	D Stone & N Griffith	WIP	Open
16/06/23	11. Create leaflet drop communication and co-ordinate volunteer activities	Rachel Medlicot	WIP	Open
16/06/23	12. Confirm the approval process followed to obtain security cameras	D Stone (Treasurer)	WIP	Open
16/06/23	13. Confirm Environmental Health requirements for Groups using back kitchen for refreshments	Leigh Bramwich	WIP	Open
16/06/23	14. Details of kitchen refit requirements to be provided to Scott Courtney for alternative quote	D Stone & N Griffith	WIP	Open
16/06/23	15. Confirm the availability of assistance / legal guidance from Community Council in relation to compensation for Café owner	D Stone & N Griffith	WIP	Open
16/06/23	16. Apply for planning permission for extractor fan in kitchen	D Stone & N Griffith	Outstanding from previous meetings	Open
14/03/23	17. Clarify who is to be approached for accessibility of Grants	D Stone	More info needed on what type of grant can be applied for 14/04 – In progress Buddog Howlett 16/06 – No further update	Open
14/03/23	18. Replacement table for activities req'd.	D Stone & D Underwood (+ Dave Wilson?)	11/04 – Tables ordered 16/06 – Stated that 18 month wait for tables?	Open