

Dyffryn Ardudwy & Talybont Village Hall
Ordinary Village Hall Trustee Meeting
Date: 15 July 2025 (following the Village Hall AGM)

1. Apologies for Absence

No apologies

2. Present

Trustee Edward Griffiths (Chair), Trustee Nia Rees (Vice), Trustee John Ceri Evans, Trustee Sion Ifor Williams, Trustee Deilwen Anderson, Trustee Sian Edwards, Trustee Edward Williams, Trustee Jennifer Yuill, Trustee Beth Bailey, Annwen Hughes (note taker).

Ffion Thomas (Officer), Heather Williams (Officer) from Item 4 onwards.

3. Appointment of Officers

Trustee Edward Williams declared an interest and, as a result, refrained from participating in the discussion and appointment of officers.

The trustees had consulted with Heather Williams and Ffion Thomas, both of whom expressed an interest in joining the committee as officers.

- Secretary: Trustee Sian Edwards proposed Heather Williams, and the motion was seconded by all trustees present.
- Treasurer: Trustee Jennifer Yuill proposed Ffion Thomas, and the motion was seconded by all trustees present.

Heather and Ffion were subsequently invited to join the remainder of the meeting. Both accepted and took their seats.

4. Bank Matters

Trustee Edward Griffiths explained that, after gaining access to a bank statement found in the Hall mailbox, he was able to contact the bank directly to initiate access to the account. The bank confirmed that Edward G. had been registered as a signatory since 2019, but noted that he had never previously accessed the account. The bank advised that they would be sending him an access code to enable online login. Once his access was set up, Edward G. would be able to remove the previous committee signatories, Denise Stone, Michael Tregenza, and Derek Hayward. Concerns were raised regarding Mike and Derek, as both had resigned from the Hall Ordinary committee several years ago, yet their names were still listed on the account.

It was noted that the file handed over to Edward Griffiths by Mick Tibbetts contains a note dated February 2025 indicating that Mick had applied for an HSBC account and that the paperwork was in progress with the bank at that time as Denise had been unable to add Mick to the NatWest account. No further documentation is available in the folder. Further clarification is required, and it will be necessary to await the transfer of paperwork from the Regeneration

Group to determine whether an active HSBC account exists, as Mick has not responded to recent requests for information.

Bank Signatories

It was agreed that, once access is granted, Trustees John Ceri Evans, Ffion Thomas, and Heather Williams will be added as additional NatWest signatories alongside Edward Griffiths.

5. Appointment of Sub-Committees

The following sub-committees were discussed and appointed:

Maintenance	Ed, News, Ifor & Jon Ceri
Events	Beth & Nia
Catering & Bar	Jen, Deilwen & Sian
Health & Safety	All trustees
Licenses & Compliance	All trustees
Group Liaison	Deilwen & Heather
Caretaker Liaison	Nedw, Jen & Nia
Utilities	Ffion
Grants	Deilwen, Sian & Heather

6. Security

Discussion took place regarding how to improve Hall security.

- Camera Doorbell: Edward Griffiths will consult Gwion Liggett for recommendations.
- Access Control: A digilock will be installed on the main hall access door. Each group will be issued an individual code. Jennifer Yuill will arrange installation with a locksmith.

7. Hall Bookings System

It was agreed the current system is ineffective and may result in missed bookings due to lack of clear, accessible information.

- Trustees agreed to implement an online booking system and develop a dedicated Hall website. Heather Williams will explore suitable options for both.
- A low-cost SIM-only phone plan will be obtained, and a rota introduced to handle booking enquiries. Heather will also coordinate this setup.

8. Caretaker

The Regeneration Group has not shared any details about caretaker arrangements, including payment, hours, duties, or contractual terms.

Edward Griffiths will contact Jonathan to arrange a meeting with himself and Jennifer Yuill to gather this information.

9. Hire Rates

It was agreed that current hire rates need to be reviewed. A handout highlighting inconsistencies among users was shared.

Jennifer Yuill conducted a quick comparison with other local halls, indicating the Hall's rates may be too low to sustain operating costs.

Further research will be conducted, and revised rates discussed at the next meeting.

10. Upcoming Events

Trustees discussed holding a simple event to launch community activities.

Proposed Events:

- Prize Bingo Evening: Tentatively scheduled for August.
- Live Band Event: Tentatively planned for late September.

Nia will contact Mark Stanston to check his availability as Bingo Caller. Nia, Beth, and Deilwen will approach local businesses to ask if they'd like to donate a prize for the Bingo evening. Event dates to be confirmed at the next meeting.

11. Trustee Registration

It was confirmed that all Community Councillors present have now been re-registered as Trustees with the Charity Commission.

All Trustees were reminded to access their Charity Commission accounts to check personal details and ensure other charity affiliations are listed.

11.1 Ffion Thomas and Heather Williams will need to be added as volunteers.

12. Hall Capacity

A discussion took place regarding how to determine the Hall's capacity. Edward Williams will investigate how this is calculated and identify relevant contacts to assist.

13. Any Other Matters

Fridge: It was noted that the fridge left outside by the Regeneration Group could not be disposed of at Ffridd Rasus due to being a commercial fridge. Disappointment was expressed that the fridge had been left outside in the rain, especially as there is a company in Mochdre that refurbishes commercial fridges.

An alternative disposal option was identified in Aberystwyth, but this would incur a cost of £125 plus VAT.

Edward Williams will seek additional quotes for disposal or refurbishment.

13.1 Learning Hub: It was reported that Annwen Hughes has not yet received a response to the email sent to Grŵp Llandrillo Menai (GLLM) on 11 July. The email followed the discovery that the Regeneration Group had not applied for a grant to deliver short courses, as previously stated, but had instead responded to an Open Call from GLLM to host college-led courses over a two-year period, information which had not been disclosed to the Council at the January Council meeting.

At the request of Councillors/Trustees, Annwen contacted GLLM to seek clarification on the nature of the arrangement and to confirm the insurance position. The Regeneration Group had added the IT equipment to the Hall's insurance policy on 18 June; however, an endorsement on the policy states that the policyholder must ensure the college maintains its own insurance.

It was agreed that once this information is received, it will support the Trustees in making an informed decision regarding the Hall's continued use as a Learning Hub.

13.2 WiFi: Following complaints about weak signal, a WiFi engineer found that the cafe furniture had been blocking the hub on the stage. Once moved, signal strength improved.

If GLLM continues to use the room for courses, installing a booster may be needed. Edward Griffiths will consult the engineer.

13.3 PA System: It was queried what has happened to the Hall PA system. Edward G will ask Jonathan

14. Open Actions

Action #	Description	Status	Assignee(s)
07-2025-4	Gain access to NatWest bank account	Awaiting access code from bank	Edward G. (Nedw)
07-2025-4.1	Confirm whether an HSBC account was opened	Awaiting paperwork transfer from Regeneration Group	Ffion
07-2025-4.2	Add additional bank signatories	Pending Edward's access to account	Nedw
07-2025	Camera doorbell – security upgrade	Nedw to seek recommendations from Gwion	Nedw
07-2025-1	Install digilock on main hall access door	Jennifer to arrange installation	Jen
07-2025-7	Booking system improvements: online	Obtain quotes/options	Heather

	system, website, SIM		
08-2025-8	Meeting with caretaker	Nedw to contact Jonathan and arrange	Nedw & Jen
09-2025	Review hire rates	Research rates from comparable halls	Jen, Sian & Heather
10-2025	Contact Bingo Caller (Mark Stanston)	Confirm availability and date	Nia
10-2025-1	Source prize donations for Bingo event	Contact local businesses	Nia, Beth and Deilwen
11-2025	Trustee registration	Activate individual online Charity Commission account	All
11-2025-1	Trustee registration updates	Add Ffion and Heather as volunteers with Charity Commission	Ed
12-2025	Determine hall capacity	Research calculation method and guidance	Ed
13-2025	Dispose of commercial fridge	Obtain additional quotes	Ed
13-2025-1	Learning Hub – clarify agreement with GLLM	Awaiting response to 11 July email	Annwen / Heather
13-2025-2	Improve Meeting Room WiFi	Obtain quote for signal booster	Nedw
13-2025-3	Locate the PA system	Contact Jonathan	Nedw

15. Date of Next Meeting

Tuesday 29 July 2025 at 6:30pm