

**Dyffryn Ardudwy and Talybont Village Hall
Village Hall Trustee | Committee Finance Meeting
Date: 26 August 2025, 7pm. Ended 9:20pm**

1. Present

Trustee Edward Griffiths (Chair), Trustee Deilwen Anderson, Trustee Sian Edwards, Trustee Beth Bailey, Treasurer Ffion Thomas, Secretary Heather Williams

Apologies for Absence

Trustee John Ceri Evans, Trustee Nia Rees (Vice), Trustee Sion Ifor Williams, Trustee Edward Williams, Trustee Jennifer Yuill

2. Bank Accounts & Signatories

Current balances of current and reserve accounts: **Current £8,995.27 | Reserve £6,028.17**

Ffion reported that the balances looked good, but reminded everyone that there were outstanding invoices of over £1,000 to pay but had been unable to as bank access was still restricted.

Access issues and updates: Nedw reported that the replacement online access code arrived at the Hall on 30 July, but he was unable to set up access either online or by phone. On 1 August, he visited the Pwllheli branch, where it was discovered that the bank held incorrect details for him (an incorrect mobile number, a typo in his email address, and an error in his house name). These details were corrected at the branch, and a link was sent to Nedw's email to update the account with the new signatories and remove Derek Haywood, Denise Stone, and Mike Tregenza.

On 4 August, Nedw, Ffion, and Heather met to complete the update, but Nedw were still unable to access the account. The helpline advised that changes could take up to three working days to process. Nedw confirmed that the electronic paperwork to add John Ceri Evans, Ffion Thomas, and Heather Williams as signatories, and to remove the previous signatories, had been completed but had not yet been actioned by the bank.

Ffion expressed her frustration at still not having access in her role as Treasurer and noted that even Nedw was unable to make BACS transfers, as his credentials were still not recognised. It was agreed that Nedw would contact the bank again to resolve the matter.

Debit Card: The trustees discussed whether a debit card was needed for the account. It was noted that the account would need to be changed to a single signatory in order to enable this. Nedw highlighted that writing cheques is now rare, with most payments made online, and that using a debit card would provide a clearer audit trail compared to BACS transfers for reimbursing committee members for purchases.

Deilwen proposed that a debit card be applied for; Beth seconded the proposal, and Sian and Nedw agreed. The motion was passed to apply for a debit card once access to the account has

been resolved. It was further agreed that all payments made with the card must receive prior approval and be authorised by two trustees.

3. Treasurer's Report

Review of Accounts for year ending 31 March 2022, 2023, 2024, 2025: The committee noted the high levels of expenditure over recent years and expressed concern that, in many months, rental income barely covered the payments to the caretaker. Concerns were also raised once again regarding the cleanliness of the hall.

The committee was informed that bacteria (*Serratia marcescens*) had been discovered in all of the toilet facility sinks, which can cause urinary tract and respiratory infections. In response, the Women's, Men's, and Accessible toilet facilities had been disinfected by two committee members; however, it was agreed that the facilities still required a full deep clean.

Beth proposed engaging a professional cleaning company. Sian seconded the proposal, and all members agreed. Action: Ffion to contact a local company for a quote.

List of transactions without invoices: The Treasurer reported that, although she had contacted all companies regarding the missing invoices, the value of transactions without supporting invoices still totalled £9,591.64. She circulated a list of the transactions for review. It was noted that many of these payments had been made to former committee members.

It was agreed that Ffion would contact the individuals concerned for further details and copies of the relevant invoices.

Summary of income and expenditure since April 2025: It was hoped that the introduction of the new hire rates for existing groups, effective from 1 October, would help improve the hall's income figures. The committee also noted that, with the caretaker now only invoicing for hours worked and tasks undertaken, monthly costs were beginning to reduce.

4. Outstanding Invoices & Payments

Agreement was made for all payments to be approved with two signatures.

Invoices received, and payments approved for:

- Abermaw Locksmith (fitting digital lock) - £40
- Yale Digital Lock (main hall door) - £85
- E.W. Owen Accountants (Accounts 2022-2025) - £720 & £240
- Thank you gift voucher for David Clarke for window frame repair £30
- Folders for accounts paper work - £15.42
- Website (3 years hosting) - £86.40

The standing order of £40 to JB Pest Control was queried. Secretary to email to ask if this contact is still active and contract details.

5. Budget & Forecast

Electricity contract: Electricity fixed deal ends in October. Treasurer to compare suppliers.

Back Kitchen Damp: The damp issue in the back kitchen was discussed. Trustees agreed grant funding would probably be needed, and that we'd know more once the full structural survey was carried out. In the meantime, it was suggested that industrial dehumidifiers be purchased to help dry the hall. Agreed to look at prices for the meeting on 2 September.

Comparison of cleaning supplies costs: Agreed to compare prices before next order.

It was agreed that the committee would be in a better position to set budgets and forecasts once the structural report and schedule of works had been received.

6. Financial Policies & Controls

Recommendations from E W Owen Accountants were discussed. All in agreement that they should be adopted.

Payments: All payments to be listed and approved by two signatures before payment or new direct debit/standing orders set up.

Procurement policy: 3-quote rule for purchases/repairs for expenditure over £500.

7. Hall Hire

Groups: It was reported the hire rate increase has generally been well received by most groups. The only adjustments are that the Quilters will reduce their first meeting of the month by one hour, and the Bowls Club will no longer be run by Mike and Jane Tibbetts. Instead, Monica Smith will take over, but sessions will now be held on Tuesday afternoons only. This change has worked out well, as the Youth Club has expressed interest in using the hall on Thursday evenings from September through to Christmas.

Snooker Club: The last formal agreement with the Snooker Club dates back to 2010. This was intended to be reviewed annually but has not been. Under the 2010 agreement, the club paid £280 annually for exclusive use of the upstairs room and contributed £42 towards insurance. Members noted with concern that the rent has increased by only £116 in 15 years and that there is no evidence of an insurance contribution in recent years. Mark Hughes confirmed he was not aware of any updated agreement. It was agreed that the agreement must be reviewed and the fee reassessed.

Concern was also raised regarding guidance on the [gov.uk website](https://www.gov.uk), which states that annexing a room should not disadvantage other hall users. It was raised that other users are disadvantaged as children are no longer permitted (previously they were allowed), and that the club is not well advertised, leaving many residents unaware of its existence. It was agreed this matter, along with the fees, requires further discussion and should be discussed at next month's meeting.

8. Maintenance & Capital Expenditure

Surveyor Quotes: Four surveyor quotes were reviewed and compared. It was agreed that the second cheapest quote represented the best option, as it included a damp assessment and a schedule of works. Nedw suggested asking the Community Council to pay the invoice from part

of the second grant payment of the year, which would comply with rules and save VAT. It was agreed to raise this with the Community Council at their meeting on 2 September. The committee noted that the survey would be beneficial in prioritising maintenance and supporting future grant applications.

9. Fundraising & Grants

It was agreed that this matter would be discussed at the meeting on 2 September, when all trustees are present.

10. Annual Accounts & Reporting

Annual Accounts: It was agreed that the Treasurer would prepare the annual accounts and submit them to the accountant for auditing at the end of the financial year, as required by the insurance company for trustee indemnity.

Charity Commission: The Treasurer advised that once all invoices and additional information for transactions without invoices were obtained, she would be in a position to submit the annual return for the year ending 31 March 2025 by 31 January 2026. All present volunteered to assist in tracking down missing information and invoices.

11. Risk & Reserves

It was agreed that this matter would be discussed at the meeting on 2 September, when all trustees are present.

12. Any Other Financial Business

PA System: In Nia's absence, the secretary reported that the PA system was located in the shipping container but had been damaged by damp. Disappointment was expressed that it had been stored there by the previous committee. Mark Stanton is obtaining refurbishment quotes, though a replacement may be necessary. The matter will be reviewed once the extent of the damage has been confirmed.

The Chairman reported that he was pleasantly surprised by the balances in both the current and reserve accounts. This followed concerns raised at the May Community Council meeting, when the Regeneration Group had suggested that, without an increase in the annual grant from £6,000 to £12,000, the hall might face closure due to low funds. The Chairman noted that while some invoices remain outstanding due to lack of bank access, the balances were better than expected.

The Treasurer added that, after reviewing the accounts in detail, the situation appeared to be the result of poor record-keeping and mismanagement rather than financial difficulty. It was agreed that significant expenditure would be required to bring the hall up to standard, and members expressed hope that grant funding would become available.

Meeting ended 09:20