

**Dyffryn Ardudwy and Talybont Village Hall
Trustee/Committee Meeting**

Date: 2 September 2025, 6:45pm. Ended 7:30pm

1. Present

Trustee Nia Rees (Vice), Trustee Sion Ifor Williams, Trustee Deilwen Anderson, Trustee Sian Edwards, Trustee Edward Williams, Trustee Jennifer Yuill, Trustee Beth Bailey, Trustee Gwynfor Evans, Secretary Heather Williams

Apologies for Absence

Trustee Edward Griffiths (Nedw), Trustee John Ceri Evans, Treasurer Ffion Thomas

Nia Rees welcomed Gwynfor Evans to his first meeting.

2. Approve minutes of the meeting held 29 July 2025

Motion to approve proposed by Edward Williams, seconded Sian Edwards. All approved.

3. Bank and Financial Matters

Bank Access: In the Treasurer's absence, the Secretary reported that bank access remained restricted, preventing payments from being made. Nedw had contacted NatWest again and it was hoped the issue would be resolved shortly, enabling him to process payments. There was still no update regarding access for Ffion, Heather, and John. Nedw will follow up with NatWest.

Treasurers Report: The Treasurer's summary for August was shared with the committee. The bank balance of £15,048.48 was noted with surprise, as the Regeneration Group, when acting as the Hall Committee, had previously reported that the Hall was in financial difficulty. It was also highlighted that some invoices remain unpaid due to restricted access to the bank account, meaning the actual funds available are lower.

4. Maintenance and Improvements

Window Frame: Trustees praised David Clarke for the excellent restoration of the window frame.

Beth confirmed that a thank-you note had been published in *Llais Ardudwy*, along with thanks to all the local businesses that supported the Bingo Evening. The committee noted that the event was successful and were impressed with the £603.20 raised to share with the Football Club.

Cleaning: The committee noted that the Hall felt much improved following their cleaning session on 13 August, during which the windows, signage, and outside areas were cleaned, and the back kitchen, main hall, and meeting room were tidied, dusted and hoovered. However, it was agreed that a declutter was still required. A quote of £295 had been received from Williams Cleaning Company for a deep clean of the toilet facilities, with availability on 9 September. The committee agreed this should proceed and be booked.

Secretary to send out some dates for the Hall declutter and reorganisation.

Sanitary Bins: Following a request from the caretaker, the committee considered whether the cost of a sanitary waste collection service could be justified given the current low footfall and associated expense. Agreed to defer the matter until the cafe reopens or additional events are scheduled given sanitary bags are already available in the cubicles.

Foyer Light & Outside Lights: Trustees noted that the foyer and outside lights are not automatic. For safety reasons, it was agreed they should be upgraded. The committee agreed to seek a quotation for the upgrade. Gwynfor to contact Elliott Electrical for a quote.

PAT Testing: It was noted that, although not a legal requirement, stickers indicate the PAT testing is now due. No PAT test logbook has been located. The committee agreed to obtain a quotation for PAT testing alongside the lighting works.

Security: It was reported that the Caretaker no longer appears to be checking the building at the end of the day, as the oak door has been found unlocked on several occasions. Trustees agreed that improved security measures were required. CCTV for all entrances and exits was agreed as a priority. Edward Williams to investigate CCTV options and obtain quotations.

Oil Sensor: The Caretaker had reported that the oil sensor is no longer working and suggested calling out the IT engineer. Trustees discussed the reliability of the sensors. It was agreed to monitor oil levels manually before each monthly meeting rather than calling out an engineer at this stage.

Thermostats: Discussion on oil use led to concerns about hall heating. The February survey by Kimberley Gulf highlighted that black mould in the main hall is largely caused by temperature fluctuations. Current signage (from the previous committee) asks groups to reduce heating to 10°C when leaving. The secretary asked Jonathan about this, and he noted that groups typically adjust the heating on arrival but often forget to turn it down when leaving. This practice was considered ineffective, as it leaves the hall slow to warm for the groups. It was suggested that a remote thermostat system (e.g., Hive or Nest) could be installed. It was agreed to ask Elliott Electrical to provide advice and a quote alongside the lighting and PAT testing.

5. Caretaker

Holiday Cover: The Secretary reminded trustees that Jonathan would be on leave from 20th to 30th September. Jennifer volunteered to manage opening and closing during this period. Trustees discussed whether a relief cleaner/caretaker should be arranged, noting Jonathan's frequent absences. Williams Cleaning Company was suggested as a potential option if the toilet facilities were satisfactory. Agreement to review and make a decision on relief cover once the toilet job is complete.

6. Groups

GLLM: The Secretary reported that a response had been received from the college on 19 August, along with a copy of the application form submitted by the Regeneration Group. The form stated that the Meeting Room, rather than the cafe, would be used for the courses. The

committee noted this inconsistency with concern, as the Regeneration Group had publicly criticised the committee for preventing use of the cafe for the course. In reality, the cafe had not been included on the application form as a course location, and restrictions on its use were due to insurance requirements and ongoing grant work to support its reopening and not because the trustees were not supportive of the courses.

A list of equipment was also circulated. This included an inkjet printer and ink cartridges, as well as two cupboards in the Meeting Room, which the college confirmed were intended for college equipment. One cupboard is currently being used by the Quilters group, and the Secretary will advise them of the college's clarification.

The college further confirmed that payments had been made into the Regeneration Group's bank account rather than the Hall's. The Secretary will request copies of all invoices and remittance slips from the college to determine the flow of funds so the Treasurer can check the Hall statements.

It was clarified that the trustees select which courses to run, subject to tutor availability and equipment needs. The equipment belongs to the Hall and may also be used for private courses organised by the committee. Responsibility for maintenance, insurance, and software updates rests with the Hall.

The college supported the photography course in accessing the printer for its final session. For the first five weeks, the equipment had been unavailable as the keys to the Chromebook trolley and cupboards were held by the Regeneration Group. The college had to contact Jane Tibbetts directly to arrange a handover. The committee expressed frustration that the photography class had been unable to access the necessary equipment for the majority of the course.

It was agreed that once more information about course availability is received, the trustees will decide which courses to run and how frequently.

Snooker Club: The Secretary reported that contact with Dave Powley had been difficult. It was suggested that representatives from the Club be invited to the next meeting to review and discuss current arrangements.

Batala Galêz: The group had booked two three-hour sessions for September at £45 per session.

Youth Club: The club will return from 11 September, running every Thursday 6:30–8:00 pm until Christmas. The committee welcomed this as positive news, noting the value of the club for local young people.

Wedding: A wedding is booked for August, with full weekend hire from Friday evening to Sunday morning at a cost of £295. The Committee has been asked to organise a bar. The committee expressed their approval.

7. Events

A further Bingo event was suggested for October half-term; however, several trustees felt it was too soon to approach local businesses for further donations. It was decided to organise an alternative event on 17 or 18 October due to limited trustee availability. Nia and Beth to brainstorm ideas.

8. Marketing & Promotion

The Secretary advised that the website is now live and thanked Sian for her assistance. A new Facebook page and Instagram account have been set up, and the old Facebook group will be closed soon. Posters displaying the new rates and QR codes for the website and social media are now on the noticeboards. The Hall's two signs require updating with the new contact number and website, and Edward will contact Red Performance to see if this is possible.

9. College Courses

The committee is awaiting further details from the college regarding course and tutor availability. It was agreed that the community questionnaire should include a section asking about interest in the various courses.

10. Correspondence

- Email from Derek Hayward - Pot hole in car park
The repair was completed as scheduled on 7 August, and the Secretary will respond to inform him.
- Steve Wells - Fence & Stall
After reviewing the Car Park lease agreement, it was confirmed that the lease does not permit use of the car park land for the project, and the fence would need to be replaced. The Community Council has alternative land in Dyffryn Ardudwy and Talybont for the project. The Secretary will reply to advise Steve Wells of this.
- Email from Helen Courtney - Appointment of trustees, secretary and treasurer
The Chair and Vice Chair have responded and suggested that if Helen has concerns about the charity's management, she should contact the Charity Commission. The Secretary will reply on their behalf.
- Snowdonia Fire - Annual fire alarm check due
All agreed to book the inspection. The Secretary will arrange the visit, with Sian or Jennifer to meet the engineer once the date is confirmed.
- David Wilson - Stall
The Secretary will respond to advise that, due to the terms of the lease, locating the stall in the car park is not possible.

11. Any Other Business

Land Registry: The Secretary reported that the car park is still registered under Darren Bowater, Bill Moss, OG, and Greta. The insurance company has advised that the registration must be updated to reflect the current trustees. The Secretary has contacted Adra, as landlords, to request consent for the update and is awaiting a response. The Secretary will follow up. A copy of Greta's death certificate is required to update the Land Registry, and it was agreed that the Secretary will apply for a copy at a cost of £12.50.

12. Date of Next Meeting

7 October 2025

Actions Register

Date	Description	Status	Assignee(s)	Closed
15/07/2025 29/07/2025 02/09/2025	Gain access to NatWest bank account	Awaiting Nedw's credentials to be active so BACS payments can be made.	Edward G. (Nedw)	
15/07/2025 29/07/2025 02/09/2025	Confirm whether an HSBC account was opened	No paperwork found. Ffion to contact Mick/Denise to ask	Ffion	
15/07/2025 29/07/2025 02/09/2025	Add additional bank signatories	Still pending 02/09/2025	Nedw	
15/07/2025 29/07/2025 02/09/2025	Camera doorbell – security upgrade	Edward to look into options and share with trustees to install asap	Edward	
15/07/2025 29/07/2025	Install digilock on main hall access door	Being installed 30 July Heather to let groups know individual codes	Jen / Heather	✓ 30/07/25
15/07/2025 29/07/2025 02/09/2025	Booking system improvements: online system, website, SIM	Online booking system set up (Hall Master), SIM received, Website now live 02/09/2025	Heather	✓ 19/08/25
15/07/2025 9/07/2025 02/09/2025	Trustee registration	Deilwen's record is still not linked to the other charity she's a trustee of. Heather to contact Charity Commission	Heather	
15/07/2025 29/07/2025 02/09/2025	Determine hall capacity	Research calculation method and guidance. Fire service unable to help, they've suggested Gwynedd Council. Ed to contact them.	Ed	
15/07/2025 29/07/2025 02/09/2025	Learning Hub – clarify agreement with GLLM	Response received 19 Aug. Awaiting further info about course availability	Annwen / Heather	
15/07/2025 29/07/2025 02/09/2025	Improve Meeting Room WiFi	WiFi signal now good after removal of the furniture blocking the WiFi hub on	Nedw	✓ 02/09/2025

		the stage. NFA required		
15/07/2025 29/07/2025 02/09/2025	Locate the PA system	Located in shipping container but damaged by damp. Awaiting refurb quotes 02/09/2025	Nia	
29/07/2025	Obtain breakdown of figures form E W Owen	Heather to contact E W Owen	Heather	✓ 30/07/2025
29/07/2025	Request previous committee sign forms from E W Owen	Ffion to email Mick to arrange	Ffion	
29/07/2025	Website translation	Sian to translate website content into welsh	Sian	✓ 18/08/2025
29/07/2025	Set up FB page for Hall and Instagram account	Heather to set up new FB page, and Insta account	Heather	✓ 18/08/2025
29/07/2025	Jonathan not completing daily log	Heather to follow up with reminder	Heather	✓ 30/07/2025
29/07/2025	Cancel caretaker standing order	Awaiting bank access	Ffion	✓ 08/08/2025
29/07/2025	Inform groups of new rates and booking terms and conditions	Heather to email all groups	Heather	✓ 14/08/2025
29/07/2025	Price and purchase refreshments for bingo evening	Jen to compare Castell Howell, Costco, Iceland, Homebargains & B&M and buy most cost effective	Jen	✓ 12/08/2025
29/07/2025	Respond to correspondence	Heather to reply to Evan Owen, Snooker Club, Wedding.	Heather	✓ 04/08/2025
29/07/2025	Car park difficult to strim	Email Y Tir & Regen to remove the pots, benches and additional stall.	Heather	✓ 04/08/2025
26/08/2025	Apply for debit card	Once bank access resolved, change account to single signatory and apply for a debit card	Ffion, News, Heather and John	
26/08/2025	Bank transactions with no invoices	Ffion to contact previous committee members for invoices for the BACS payments made to them	Ffion	
26/08/2025	Surveyor	Ask if the Community Council can pay the	Nedw	

		invoice out of the October Village Hall payment due.		
02/09/2025	Lighting, heating & PAT testing	Gwynfor to contact Elliott Electricals for quotes	Gwynfor	
02/09/2025	Declutter	Organise a date(s) to declutter the hall	Heather	
02/09/2025	Hall signs need updating with new phone number and website	Ed to contact Red Performance to see if this is possible	Ed	
02/09/2025	Email replies	Secretary to respond to emails from Derek Hayward, Steve Wells, Helen Courtney, David Wilson and Snowdonia Fire	Heather	
02/09/2025	Land registry (Car Park)	Secretary to chase Adra as landlord for consent to amend the land registry from the retired trustees.	Heather	

Signed as a true record:

Date: