Dyffryn Ardudwy and Talybont Village Hall
Trustees | Committee Meeting at Dyffryn Ardudwy and Talybont Village Hall
3 November 2025, 7:00 PM. Ended 9:15pm

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1. Present

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

Apologies for absence

Trustee Jennifer, Trustee John Ceri Evans, Treasurer Ffion Thomas

2. Approve minutes of meeting held 7 October

Motion to approve proposed by Nedw Griffiths, seconded by Deiwen Anderson. All approved.

3. Bank and Financial Matters

a) Treasurers Report: In the Treasurer's absence the Secretary shared the October Financial Summary. All agreed it had been a busy month with additional hires and the accounts were looking good for the month.

b) Account balances: Current Account: £3,876.56, Reserve Account: £11,047.11 (Total in bank £14,960.06)

c) Approve payment of October invoices: Replacement plughole £9.98, ICO Registration fee £47, Stamps £6.80, Tea, coffee, sugar & Milk for Menter Mon meeting £13.05, Cups £172.69, Caretaker £153.42, Relief cleaner £60, Hall Master annual subscription £265. Approved by all, signed by Nedw & Sian.

d) Approve payments becoming due before the next meeting: Emergency electrical work was carried out to install two new light units in the accessible toilet. The invoice has not yet been received. It was agreed to ask the Community Council to cover the invoice from the balance of £370.34 from the second half of this year's annual grant payment.

e) Bank access update: Nedw reported that he had spoken to NatWest and was informed that the mandate had been rejected due to mismatched information, although they were unable to specify what the mismatch was. Nedw will contact the Pwllheli branch to obtain further details so the issue can be resolved.

f) Regen & GLLM update: The Secretary reported that GLLM had now paid the outstanding amount for July to September into the Village Hall account, totalling £810. The trustees thanked the Secretary for resolving the issue and securing the funds owed.

The Secretary confirmed that the missing £300 for hall hire, invoiced by the Regeneration Group to GLLM for January, had been reported to Action Fraud as

potential procurement fraud. This followed advice from the Charity Commission, as neither payment nor an explanation had been received by the Regeneration Group.

4. Maintenance and Improvements

a) PAT testing, auto lights, and smart thermostats: Work carried out on 21 October as planned. Everyone commented positively on the new auto lights as they arrived for the meeting, noting that they made the building feel much safer.

b) Dehumidifiers: Ed reported that he had cancelled the dehumidifier order and sourced an alternative supplier. The Costway 63L units were currently on offer at £327.99 each, and it was agreed to purchase two of them as soon as possible.

c) Accessible toilet lights: Deilwen reported that the two lighting units had developed a fault and were flashing and buzzing. An electrician was called out and advised that the units needed replacing. The replacements have now been fitted. The committee thanked Deilwen and Sian for taking care of the issue.

d) Cenatoph: Due to the current weather it was decided to clear the leaves around the cenotaph early on the Sunday morning before the service. Gwynfor and Ed offered to do this.

e) Toilet seat & leak in ladies: A small leak was discovered in the ladies' toilet, and a toilet seat had come loose. Ed repaired both issues as soon as they were reported to the committee. Everyone thanked Ed for addressing the problems so promptly.

5. Grants

a) Age Cymru: The secretary reported that the hall had received a grant of £1225 from Age Cymru. £600 towards the Community Christmas Lunch and £625 towards Clwb Ardudwy.

b) Welsh Church Fund: The Secretary advised that the Hall could apply for a grant of up to £5,000 to support the establishment of Clwb Ardudwy. It was agreed to apply for funding for crockery, cutlery, an electric fire for the meeting room, room hire, and a bingo machine.

This led to a discussion about the old cafe crockery and cutlery. Deilwen explained that there were very few matching items, no saucers for the cups, no mugs, a mixture of plates, no bowls, and only odd pieces of cutlery. These items were currently stored in the shed due to the lack of cupboard space in the back kitchen, as groups padlocked their own cups, kettles, and other equipment in the cupboards.

It was agreed that once the Hall had its own supplies, the use of locked cupboards would need to cease. The new mugs for meeting room hire were being stored in the old cafe due to the limited cupboard space in the back kitchen for the Hall's own use.

6. Caretaking

The Secretary reported that the Caretaker would no longer be away next week, but a relief cleaner had been arranged. The need for a permanent caretaker was discussed again. Given that the Trustees were now handling much of the work themselves, it was suggested that the Hall could manage by engaging a cleaning provider and obtaining quotes for any outside jobs as required. Nedw volunteered to speak to Jonathan to inform him that the caretaker role would be coming to an end.

7. Groups & Bookings

a) Overstaying slots: It had come to the Trustees' attention that some groups were arriving early or leaving later than their agreed booking times. This was causing issues for contractors needing access to the Hall and disturbing other groups. It was suggested that a surcharge of £5 for overruns of up to 15 minutes be introduced to address the problem. The Secretary agreed to email the groups, reminding them of the buffer times either side of their booked slots and informing them of the new surcharge for those who regularly arrive early/leave late.

b) Y Tir: It was noted that £90 is still owed for the last three bookings. The Y Tir Treasurer had phoned to advise that the invoices had been passed to the Regeneration Group for payment, as Y Tir does not have its own bank account. It was suggested that Y Tir should not be allowed to make further bookings until the outstanding invoices are settled. This proposal was agreed by all.

c) Clwb Hwyl: The group asked if they could continue putting up the Christmas decorations, and everyone was happy for them to do so. The Secretary will let the group know.

d) Clwb Hwyl & Sequence Dancers: It was noted that the dancers had been arriving early and playing music before their booked slot, and they were unhappy with Clwb Hwyl leaving through the main hall. It was suggested that the dancers start their session a little later. The Secretary will remind the group about session start times and suggest moving their booking to 2:15 pm if they prefer not to have Clwb Hwyl walking on the dance floor at 2 pm.

e) Crafters: The group asked for access to the Hall to display the Remembrance collage they have created. It was agreed to provide them with an access code and that the collage can remain on display for everyone to see, following Remembrance Day.

f) Party: Nedw thanked Sian, Nia, and Heather for cleaning the soft play ahead of the party. They were surprised at how dirty it had been, and it took the three of them over two hours to clean everything. Positive feedback was received from the hirers, and the hall had been left very clean and tidy after the party.

g) Menter Mon: Feedback following the meeting hosted by the group was very positive, with everything described as excellent.

h) Snooker Club: The Club had not been invited to the meeting following an incident that occurred because two members of the Snooker Club committee had to wait five minutes for the hall to be opened due to a misunderstanding. Given this display of irrational behaviour, it was considered that a face-to-face meeting would not be beneficial. The committee had been uncooperative from the outset, declining to be listed on the new website citing “polices” as a reason, but had not provided a copy of the club’s policies when requested, and had posted negatively on social media about the Trustees.

Also, during the recent fire inspection, it was reported that the room was not being adequately looked after. It was found to be dirty and to have an unpleasant smell with mildew on the inside of the door glass. During the inspection, a kettle, fridge, and radio were noted in the room, but when informed these items would be PAT tested alongside other Hall equipment, the Club denied having any electrical items in the room.

The issue of the Snooker Club having sole use of the room was revisited. According to Government guidelines, this should not be the case. It was also noted that the Club paying just £33 for sole use is significantly more favorable than other hall users, and contributions towards insurance for the snooker table and public liability have not been received since at least 2020. The Club’s previous agreement expired in 2020, leaving no current agreement in place.

After discussion, it was agreed that the Club is welcome to continue using the room but would need to pay an hourly rate from 1 February. The Committee noted that times have changed and the room is currently underutilised. When the original agreement was made in the 1980s, the Club was thriving and actively participated in leagues and competitions. Additionally, the Club had received £500 from the Community Council on the condition that it would run youth sessions; however, these had not taken place or advertised.

Given these behaviours and the low usage of the room, it was agreed that it would be in the best interests of the wider community for the room to be available to all residents, and that all rooms should be hired at a rate that supports the upkeep of the Hall for the benefit of the whole community. Making the room available for everyone would also allow it to be included in grant applications, as the space needs improving and updating.

It was therefore agreed that the former agreement would not be renewed, and the Club would move to an hourly rate rental under the same terms and conditions as all other hall users from 1 February 2026. If the Club does not agree, they are welcome to remove the snooker table by 1 February 2026, and the committee will furnish the room. The Secretary will send a letter to the Snooker Club to advise them of this.

8. Events

a) Community Christmas Lunch: It was reported that the guest list is nearly finalised. Dyffryn Elves had been approached for suggested guests, but they confirmed that details of who receives a hamper are confidential. It is hoped that the invitations will be

ready for delivery soon, with an RSVP date of 24 November to allow plans to be finalised. Nia will ask Ysgol Ardudwy if they would be agreeable to some students from the two villages volunteering on the day.

b) Clwb Ardudwy: It was confirmed that the first meeting will take place on 25 November. Bethan from Age Cymru will lead the session and bring a bingo machine. Catering for the session will be provided by Caddy Cafe. The Clwb had been advertised in the Llais Ardudwy, posters around the villages, leaflets, social media and Age Cymru posting on their socials.

c) West: Following the enthusiasm shown in the survey for a theatre show, it was confirmed that West has been booked for 23 January 2026 through Noson Allan, which removes the financial risk. It was suggested that a bar would work well for the evening, and everyone agreed to apply for a licence.

d) Easter Bingo: It was suggested that holding Easter Bingo would be cost-effective, as most prizes could be Easter eggs and there would be no need to ask local businesses for donations again. Date to be confirmed.

9. College Courses

The Secretary advised that a meeting took place on 24 October with GLLM regarding the possibility of running IT courses in the new year. The college will get back to the Hall with some proposed dates.

10. Correspondence

a) Email from Jane Tibbetts (shared prior to meeting)
The email was discussed. Everyone agreed that the September minutes did not need amending, as they accurately reflected the situation. It was noted that the keys to the Chromebook trolley and college equipment cupboard should have been handed over when the Trustees regained management of the Hall at the end of Junel, as the equipment belongs to the venue and not the Regeneration Group. The keys were only handed over in August following intervention by the college. All agreed the minutes were accurate.

b) Dyffryn Elves
Dyffryn Elves asked if they could use the cafe area to store and prepare the hampers. As the cafe area is currently a ‘building site,’ it was agreed that it isn’t suitable for this purpose. The Secretary will let the Elves know.

11. Other Matters

a) Survey: It was reported so far 79 responses had been received with some good feedback to help make decisions moving forward.

b) Building Report: The Secretary confirmed that the report had been shared with all Trustees ahead of the meeting. As expected, most of the issues were age-related.

Discussion took place about asking a local contractor to review the report and provide advice before putting out tenders for the grant application.

c) Behaviours: Following some incidents of contractors and committee members receiving verbal abuse from some groups, it was suggested that a Harassment & Bullying Policy be developed. Everyone agreed that having such a policy would help set the tone for hall users, ensuring the space remains positive, welcoming, and safe for all to enjoy.

d) Tea urn and pump flask: The missing tea urn has been kindly replaced by a donation from Daryl Edwards, providing the hall with a 30-litre urn. Jen is arranging a thank-you card. Additionally, a member of the community generously donated a new pump flask but wished to remain anonymous. The committee expressed their gratitude and were delighted by the thoughtfulness of both gifts.

12. Date of Next Meeting

Monday 1 December 2025, 7pm.

Actions Register

Date	Description	Status	Assignee(s)	Closed
15/07/2025 29/07/2025 02/09/2025 07/10/2025 04/11/2025	Gain access to NatWest bank account	Only Nedw has access to the account. Nedw to chase the mandate completed 6 August.	Edward G. (Nedw)	
15/07/2025 29/07/2025 02/09/2025 07/10/2025	Confirm whether an HSBC account was opened	Still no response 07/10/2025	Ffion	
15/07/2025 29/07/2025 02/09/2025	Add additional bank signatories	Still pending 04/11/025	Nedw	
15/07/20252 9/07/2025 02/09/2025 04/11/2025	Trustee registration	Deilwen's record is still not linked to the other charity she's a trustee of. Heather to contact Charity Commission	Heather	
29/07/2025 07/10/2/025 04/11/2025	Request previous committee sign forms from E W Owen	No response to date	Ffion	
26/08/2025 07/10/2025	Apply for debit card	Once bank access resolved, change account to single signatory and apply for a debit card. 04/11//25 - unable to do this until new signatories added.	Ffion, Nedw, Heather and John	
02/09/2025	Hall signs need updating with	Ed to contact Red	Ed	

Date	Description	Status	Assignee(s)	Closed
	new phone number and website	Performance to see if this is possible		
02/09/2025 07/10/2025	Land registry (Car Park)	Secretary to chase Adra as landlord for consent to amend the land registry from the retired trustees. Response received to say referred to legal department. Secretary to chase again.	Heather	
07/10/2025	Electrical work: autolights/PAT/theromstats	Nedw to ask if this can be paid for by the Community Council out of the 2nd installment of annual maintenance grant.	Nedw	✅ 07/10/2025
07/10/2025 04/11/2025	£300 invoiced to GLLM by Regen Group for hall hire.	Secretary to contact Regen to advise next step is Action Fraud if payment is not forthcoming No response - reported to Action Fraud	Heather	
07/10/2025	Drains	Downpipe drains overflowing in heavy rain. Ed and Nedw to clear	Ed & Nedw	
07/10/2025	Guttering	Gutters overflowing in heavy rain. Lower ones cleared by high ones need clearing. Quotes needed	Nedw	
07/10/2025	Community Christmas lunch	Ask if the Community Council could make a contribution towards it.	Deilwen	✅ 07/10/2025
07/10/2025	Mugs	More mugs or saucers needed for hosting larger groups. Quotes and purchase	Deilwen	✅ 04/11/2025
07/10/2025	BBC Radio Cymru's Y Talwrn	Sian will contact Radio Cymru to register interest.	Sian	✅ 04/11/2025
07/10/2025	Risk assessments	Review required	Deiwen and Heather	
07/10/2025	Gents plug hole	New plug mechanism needed. Ed to order and fit	Ed	✅ 04/11/2025
07/10/2025	Cenatoph	Prep for Remembrance Sunday	All	✅ 04/11/2025
07/10/2025	Tea urn	Prices needed so we can replace	Jen	✅ 04/11/2025

Date	Description	Status	Assignee(s)	Closed
07/10/2025	ICO	Registration required	Heather	✅ 04/11/2025
04/11/2025	Commercial Dehumidifiers	Ed to order 2	Ed	
04/11/2025	Summit application to Wales Church Fund for Clwb Ardudwy	Heather to complete application by 14 Dec	Heather	
04/11/2025	Caretaking role	Nedw to speak to Jonathan	Nedw	
04/11/2025	Christmas Lunch	Nia to speak to Ysgol Ardudwy about students volunteering on the day	Nia	
04/11/2025	Correspondence	Secretary to write to Sequence Dancer, All groups about slots and Snooker Club	Heather	

Approved by:

Date: