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

---

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, Trustee Jennifer Yuill, Secretary Heather Williams, Treasurer Ffion Thomas

Apologies for absence

Trustee John Ceri Evans

Chairman's announcement

The Chairman thanked the committee in supporting the Community Council with the Community Christmas Evening held on 30 November. He noted that the event was well supported and that members of the community appeared to thoroughly enjoy the evening. After costs, the evening raised £74.74 for the hall.

2. Approve minutes of meeting held 3 November

Motion to approve proposed by Nedw Griffiths, seconded by Nia Rees. All approved.

3. Bank and Financial Matters

a) Treasurers Report: The treasurer reported it had been another good month for hires, and the income was looking healthy. After debuting the Age Cymru donation toward the Christmas lunch and Clwb Ardudwy, there was a £815.63 profit for November.

b) Account balances: Current Account: £5,584.14, Reserve Account: £11,055.16 Cash £361.36 (Total funds £17,000.69)

c) Approve payment of November invoices: Cleaning materials £9.00, 2 commercial dehumidifiers £645.98, cable mats £46.74, water glasses £50.00, handsoap £5.40, Caretaker £17.09, Cleaner £166.84, Printer ink for treasurer £20.77, grass cutting £115.00, heating oil £887.42, leaving gift caretaker £30.00, drinks for community evening £174.45, TEN licence £21.00, disposable cups £31.41, disposable table cloths £21.85. Approved by all, signed by Nedw & Nia.

d) Approve payments becoming due before the next meeting: It was agreed to pay the Clwb Ardudwy lunch and Christmas lunch invoices on receipt, as funding had alrady been received for these.

e) Bank access update: Nedw reported that he had spoken with the NatWest Pwllheli branch and was advised that the issue was due to the hall's full title being too long for the form. He was advised to complete the form using *Neuadd Bentref Dyffryn Ardudwy a*

Thaly. Nedw, Ffion, and Heather will meet later in the week to resubmit the mandate form.

f) Regeneration Group update: The Secretary advised that Action Fraud had requested further information, and supporting evidence relating to the potential procurement fraud had therefore been submitted. It was agreed that the Regeneration Group would be given a third opportunity to repay the £300 invoiced to the college in their name into their bank account. It was suggested an invoice for the £300 be sent to them. Treasurer and Secretary to arrange.

g) Update on Signing off on Accounts for Years 21/22, 22/23, 23/24: The Treasurer reported that she had still not received a response from the former Chairs and Treasurers for these years, Mick Tibbetts, Mike Tregenza, and Denise Stone. The treasurer will send a third email to them.

h) Update on HSBC Account: The Treasurer reported that no response had been received from the former Treasurer, Mick Tibbetts on whether the HSBC account was fully opened. Ffion to email for a third time.

4. Maintenance and Improvements

a) Dehumidifiers: Ed reported that the dehumidifiers had arrived and were now in operation, reducing humidity levels from 94% to 42%. Several committee members noted that they were already making a noticeable difference, particularly in the back kitchen, which felt less damp and had a reduced musty smell. Condensation in the foyer also appeared improved with the unit running at the front of the cafe.

b) Outside Socket: Deilwen reported that the external socket had now been installed. It was agreed that this is a safer solution than trailing cables for the outdoor Christmas lights and will also be useful for future events. A dead switch has been fitted internally, allowing the socket to be isolated when not in use.

c) Oak door lock & cafe lock: Jen reported that the thumb turn on the oak door was sticking again. It was agreed that the locksmith should be contacted to carry out the repair. It was also suggested that, while on site, the locksmith change the cafe lock, as there was no key to open the door from the foyer. This was agreed by all. Jen will contact the locksmith.

d) Cenatoph: It was reported that the cenotaph had been prepared for the service on the Saturday by Mr. and Mrs. Wynne, who noted that they had always done this on the Saturday before Remembrance Sunday. Several committee members expressed concern that, in recent years, they had been led to believe the Village Hall committee was responsible for preparing the cenotaph and had received thanks for this in error.

It was suggested that a rack be installed to secure the wreaths after the service, as they are often blown off the cenotaph. Nedw will look into the feasibility and cost of this.

e) Keys: Nedw reported that he had contacted the former caretaker again regarding the missing keys and fob. The caretaker stated that he would search for them at home.

f) Container: It was noted that the roof of the container required attention to prevent rot. Ed offered to consult John Ceri regarding specialist paint. A discussion then took place on whether the container should be insulated to increase its usability, and Nedw will obtain prices for insulation kits.

5. Grants

a) Welsh Church Fund: The Secretary confirmed that an application had been submitted on 14 November to fund equipment and assist with the hall hire costs for Clwb Ardudwy for a period of 12 months.

b) Community Facilities Programme: The committee expressed frustration at the difficulty in obtaining quotes for the grant application. Many contractors felt they had been 'messed around' by the former hall committee, and others were unable to commit time to providing quotes if the likelihood of the work proceeding was low. Beth offered to contact two additional contractors. It was agreed that the committee would prefer a local contractor with strong references and a good reputation.

c) Llanbedr Beer Festival: It was suggested an application be submitted to fund a new vacuum cleaner.

6. Groups & Bookings

a) Sequence Dancers: The group confirmed that they will retain the Monday 2pm booking and will not play music before that time.

b) Heating/Boiler: Following reports from some groups that the hall was cold despite the heating being set to 21 °C, it was discovered that the boiler in the back kitchen had recently been set to minimum. An electrician attended to check the Smart Thermostats and confirmed they were functioning correctly. It was suggested that groups be advised to keep the doors closed during sessions, as leaving them open was causing fluctuations in room temperature.

c) Clwb Ardudwy: Deilwen reported that the first session had gone well, with 11 attendees. The Age Cymru representative led the session, which included a chat, tea and coffee, a game of bingo, and a warm lunch. The representative asked attendees what they would like to do in the January session, and all requested to play bingo again. The representative noted that 11 attendees was a good turnout for a first session.

d) Taster Pilates Session: Nia confirmed that the taster session would take place on Thursday, 15 January, at 6:30 pm. A good turnout was anticipated, as Pilates had been a common request on the survey.

e) Yoga: The group has extended their weekly booking by 15 minutes.

f) Snooker Club: The trustees expressed concern regarding the Snooker Club's perceived impatience and lack of understanding of how the Village Hall Committee operated. Given the tone of recent correspondence, trustees all agreed that a face-to-face meeting would be unproductive and that a clear written record of all exchanges should be maintained.

The trustees confirmed that they were unable to justify the Snooker Club having sole use of the room as being in the best interests of the charity and the wider community. It was therefore agreed that the decision would stand, as the actions being taken were intended to restore compliance with charity law and the governing document.

It was reported that the Snooker Club had contacted the Hall's insurer in an attempt to access the policy's legal cover. The insurer immediately notified the policyholder contacts and confirmed that the Club was not entitled to make use of the Hall's legal cover.

The Secretary reported that, following telephone legal advice received on 28 November via the insurance company (notes previously circulated), she was awaiting confirmation as to whether the policy would cover the appointment of a solicitor specialising in charity law. It was noted that the policy carried a £250 excess. Trustees agreed to proceed on this basis.

Trustees noted that the Snooker Club appeared not to have understood the letter issued on 15 November, as the Club was not being evicted, contrary to statements shared on social media by the Club Chair. It was agreed that the Secretary would write again to the Snooker Club, clearly setting out the trustees' position and rationale, and confirming that the Club could continue to use the room and table, with only the hire terms and payment arrangements changing.

It was confirmed that those tasked with locating information requested under the Freedom of Information request had almost completed a review of over 40 years of paperwork. To date, no planning applications, funding applications, or minutes relating to 1987 had been identified among the numerous boxes of unfiled documents, the majority of which related to the 2009 renovation and grant applications. The Chair thanked those involved for the significant amount of time already devoted to this task.

Many trustees expressed concern about receiving multiple emails from Dave Powley to their personal email accounts and felt this constituted an invasion of privacy. The Secretary was asked to highlight in the trustees' response that this behaviour was inappropriate and to direct the Snooker Club to the Anti-Bullying and Harassment Policy.

8. Events

a) Community Christmas Lunch: It was confirmed that all plans were in place, with 100 diners booked. Ten volunteers from Ysgol Ardudwy and two from Ysgol Bro Idris would

help out, and committee members had been assigned tasks ahead of the lunch. The Dyffryn Elves had now indicated that they could suggest some guests; however, it was noted that it was now too late, as invitations had already been sent, RSVPs received, and the event was at full capacity.

b) Clwb Ardudwy: The next session is scheduled for 27 January. It was suggested that flyers be printed ahead of the Christmas lunch to inform attendees of the next date.

c) Carol Service: Jen reminded the committee of the date of the service, and several members offered to assist her on the evening.

9. College Courses

a) Craft & Photography courses: A member of the public noted that these two courses had now ended, but the college had not informed the Hall and the booked slots had not been cancelled. The Secretary had written to the college to confirm whether the courses had ended, but no response had been received by the time of the meeting.

b) New courses: Two IT courses run by GLLM are scheduled to start in January: Introduction to Spreadsheets and Personal Budgeting on Monday, 12 January, from 4:00–6:00 pm, and Introduction to AI on Wednesday, 14 January, from 9:30 am–12:00 pm.

10. Correspondence

a) Snooker Club
Emails of 15 November, 16 November - 3 emails, 19 November, 24 November - 4 emails, 25 November.
These were discussed at Item 6 of the Agenda.

b) County Councillor Eryl Jones-Williams
Following instructions from the trustees, the Secretary replied to County Councillor Eryl Jones-Williams on their behalf, explaining that Clwb Ardudwy was not funded by a Warm Spaces grant, but operated in partnership with Age Cymru, where charging for the activity and lunch is standard practice. A response was received stating that he would inform the complainant of this and thanked the committee for arranging the club.

11. Other Matters

a) Card Machine: It was suggested that a card machine to take payments would be helpful. The treasurer and secretary agreed to look into the different options.

b) Grass Cutting: It was agreed that the grass cutting contract for the Village Hall should be put out to annual tender to ensure the Village Hall is receiving best value for money.

12. Date of Next Meeting

Monday 5 January 2026, 7pm.

Actions Register

Date	Description	Status	Assignee(s)	Closed
15/07/2025 29/07/2025 02/09/2025 07/10/2025 04/11/2025 01/12/2025	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 01/12/2025	Confirm whether an HSBC account was opened	Still no response 01/12/2025	Ffion	
15/07/2025 29/07/2025 02/09/2025	Add additional bank signatories	Still pending 01/12/2025	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 01/12/2025	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. 01/12/25 - unable to do this until new signatories added.	Ffion, Nedw, Heather and John	
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 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 04/11/2025 01/12/2025	£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	

Date	Description	Status	Assignee(s)	Closed
		Evidence submitted to Action Fraud		
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	Risk assessments	Review required	Deiwen and Heather	
04/11/2025	Commercial Dehumidifiers	Ed to order 2	Ed	✅ 08/11/2025
04/11/2025	Summit application to Wales Church Fund for Clwb Ardudwy	Heather to complete application by 14 Dec	Heather	✅ 14/11/2025
04/11/2025	Caretaking role	Nedw to speak to Jonathan	Nedw	✅ 05/11/2025
04/11/2025	Christmas Lunch	Nia to speak to Ysgol Ardudwy about students volunteering on the day	Nia	✅ 12/11/2025
04/11/2025	Correspondence	Secretary to write to Sequence Dancer, All groups about slots and Snooker Club	Heather	✅ 15/11/2025
01/12/2025	Oak door and cafe locks	Jen to contact the locksmith	Jen	
01/12/2025	Cenataph racking	Nedw to research feasibility	Nedw	
01/12/2025	Container roof	Ed to ask John Ceri about appropriate paint	Ed	
01/12/2025	Quotes	Beth to contact contractors to quote for work identified in the building survey	Beth	
01/12/2025	Flyers	Secretary to design and order flyers for Clwb Ardudwy	Heather	
01/12/2025	Response to Snooker Club	Secretary to respond as discussed	Heather	

Approved by:

Date: