

Dyffryn Ardudwy and Talybont Village Hall Trustees
Village Hall Trustee Committee Meeting

Date: 29 July 2025, 6:30pm. Ended 9:50pm

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, Treasurer Ffion Thomas, Secretary Heather Williams

Apologies for Absence

Trustee Edward Griffiths (Nedw), Trustee John Ceri Evans

2. Approve minutes of the meeting held 15 July 2025

Motion to approve proposed by Trustee Nia Rees, seconded Edward Williams. All approved.

3. Bank and Financial Matters

3.1 Update on Access to NatWest Account

In Nedw's absence, Ffion reported that access to the NatWest account was still pending. Although the bank had advised that the access code would arrive within approximately five business days, it had not yet been received. As a result, Nedw contacted the bank again on 21 July, and a replacement access code is now being issued.

3.2 Status of Adding New Signatories

The signatory form is an online process. While it can technically be submitted without access to the account, a call centre advisor informed Nedw that once access is gained, he will be able to add the new signatories and remove the current ones, Denise Stone, Derek Haywood, and Mike Tregenza, directly. As bank access is expected shortly, it was agreed to complete the process through the account, particularly as the electronic form takes approximately 10 business days to process.

3.3 Paperwork and Financial Statements

Following contact with E W Owen Accountants on Monday 28 July, the trustees were informed that the accounts and supporting paperwork had been collected by Mick Tibbetts on Friday 25 July. Mick had not informed any of the trustees of this. At the trustees' request, Ffion emailed Mick on 28 July to arrange a handover of all remaining documents, including invoices, receipts, and bank statements obtained from the accountants. Mick met Ffion outside the village hall as arranged and handed over the paperwork at 7pm on 28 July.

Trustees were provided with copies of the Financial Statements prepared by E W Owen for the tax years ending 2023, 2024, and 2025. The accountant reported that they were unable to prepare accounts for the year ending 31 March 2022, as the bank statements supplied only covered the period from 1 July 2021 onwards, and that there were many invoices missing for all years reviewed.

The trustees expressed concern and disappointment that the paperwork had been submitted to the accountant without their prior knowledge or consent. Given the lack of supporting paperwork, the preparation of the accounts was considered ineffective and unnecessarily costly.

The accountant also highlighted the absence of a 'cash record' prior to Mick Tibbetts taking over as Treasurer in October 2024, which meant that cash income and expenditure for earlier years could not be included. It was recommended that two trustees be present and sign off on any cash payments moving forward. All agreed this would be good practice.

Additionally, the accountant noted that no quotes were supplied for works carried out at the hall and reminded trustees that three quotes should be obtained for all works and purchases. Trustees expressed concern, particularly in light of the following figures listed under *Repairs and Renewals* when it was difficult to see what repairs and renewals had taken place at the hall.

- £7,056.47 for the year ending 31 March 2023
- £15,912.70 for the year ending 31 March 2024
- £3,103.40 for the year ending 31 March 2025

The accountant confirmed that a breakdown of these figures is available on request. It was agreed that the Secretary would contact E W Owen to obtain this breakdown.

3.4 Approval of Financial Statements

The accountant provided documents for the chair and treasurer's signatures, confirming approval of the financial statements for each year and that all relevant records and information had been provided. Sian proposed that the trustees should not sign these documents, as they could not confirm their accuracy. Jen seconded the proposal, and all trustees agreed.

It was suggested the previous committee be asked to sign the forms instead. The treasurer agreed to email Mick to request that he arranges for the forms to be signed.

3.5 Treasurers Preliminary Report

The Treasurer reported that no cheque book was found among the documents handed over by Mick Tibbetts. Only one paying-in book was included, and it contained no recent transactions.

Due to the limited information available up until the evening prior to the meeting, the Treasurer had been unable to prepare a full report. She advised that over the coming days, she would begin reviewing the paperwork and compiling a list of missing invoices and any unusual transactions identified from the bank statements currently available to her.

4. Booking System & Communications

Heather reported that the online booking system (Hallmaster) had been set up, but it could not be made live until the new hire rates and terms and conditions had been agreed. It was hoped the July invoices could be sent through the new system. Heather and Ffion would meet next week to see if it would be achievable.

She also confirmed that the SIM card for the hall phone had arrived and would be activated in the coming days. It was a 30 day contract with free calls and texts and 3GB of data, the first 5 months was £1 then £4.40 after.

Heather requested assistance with the Welsh translation for the website, and Sian offered to help.

It was suggested that the Hall transition from the current closed Facebook group to a public Facebook page. This would allow all users to view posts and updates, improving visibility and engagement with both the local community and surrounding areas. The Secretary will set up the new Facebook page, and close the existing group at the end of August.

It was also agreed that an Instagram account should be created to help reach different demographics and further increase the Hall's online presence. Secretary to arrange.

5. Caretaking

5.1 Meeting with Jonathan

In Nedw's absence, Heather reported back on the meeting she attended with Nedw and Jonathan on 16 July, as Jen had been unable to attend as originally planned.

At the meeting, Jonathan confirmed that he is self-employed and is paid [REDACTED] fortnightly by standing order, [REDACTED]. He currently has no contract in place, continues to receive payment while on holiday, and does not provide a breakdown of hours worked or tasks completed.

It was explained to Jonathan that, as a charity, the hall must be able to justify all expenditure and maintain appropriate records. He was advised that, as a self-employed contractor, he is not entitled to holiday pay. Jonathan was therefore asked to keep a daily record of tasks undertaken and hours worked. He agreed to do so and expressed surprise at having been paid during periods of holiday in the past.

He was also informed that, due to the trustees' current lack of access to the bank account, his recent and upcoming holiday periods may result in overpayment. Jonathan agreed that his payments could be adjusted once account access is restored.

The trustees extensively discussed the sustainability of paying nearly [REDACTED] per month for the hall's caretaker services. The Treasurer highlighted that caretaker payments appeared to represent the largest recurring expense. Several trustees raised concerns about the value for money, [REDACTED]

It was further noted that Jonathan had not yet begun keeping a daily record of hours and tasks, as agreed on 16 July. The Secretary will follow up [REDACTED]

It was agreed that, once bank access is available, the standing order will be cancelled, and Jonathan will be paid only for actual hours worked, based on the records he provides.

5.2 Supplies and Purchasing

It was noted that supplies are currently ordered from Gwynedd Supplies. It was suggested a carry price comparison is carried out of regularly purchased items to ensure the Hall is receiving value for money and to assess whether purchasing from local businesses may be more cost-effective.

5.3 PA System

Jonathan believes this is in the shipping container. Nia to check if it's there.

6. Hire Rate Review

A handout was circulated showing hire rates for other village halls across Gwynedd and surrounding local venues for comparison. It was noted that the only local venue with lower rates was Llandedr Village Hall, though their pricing is currently under review.

Trustees discussed and agreed on a new pricing structure, to include an hourly rate for regular groups and activities, standard hourly hire and set prices for different functions, events, parties and weddings. (The agreed rates are attached to these minutes).

It was agreed that the new pricing would come into effect from 11 August 2025 for all new bookings. For existing regular group bookings, the revised rates will take effect from 1 October 2025, to allow time for groups to prepare for the increase.

It was decided that the Snooker Club would be discussed at the next meeting.

7. Upcoming Events

Bingo Evening

The date for the Bingo Evening has been set for 12 August. Mark Stanton has kindly agreed to act as the caller. Eight prizes have already been donated by local businesses.

Jen will compare prices for drinks, sweets, and crisps from Castell Howell, Costco, Iceland, and Home Bargains/B&M, and will purchase from the most cost-effective supplier.

Nia will print and distribute posters.

Band Night

Discussion deferred to the next meeting; to be included on the next agenda.

8. Trustee and Charity Commission Updates

8.1 Charity Commission Account Access

It was confirmed that Heather and Ffion have been successfully added as volunteers on the Charity Commission website. In addition, Heather, Ffion, and Sian have been registered as 'Super-Users' with full access to the account.

This measure was taken to ensure that, in the event of any future issues, as just experienced with the former committee, there will be multiple individuals with full access and administrative control over the account.

8.2 Trustee Profiles

The Secretary reminded all trustees to create their online accounts with the Charity Commission and to check that their profile information is accurate and up to date.

8.3 Charity Commission Review

The Secretary informed the trustees that the Charity Commission had completed its review following the complaint they had submitted. It was confirmed that, on this occasion, the Commission had chosen to issue regulatory advice and guidance to the trustees regarding dispute resolution, as the most appropriate course of action.

8.4 Wavier Application

The Secretary will forward a copy of the AGM minutes to Will Hooban as supporting evidence for the waiver application.

8.5 Suspension

The secretary advised the letter signed by the Chair, notifying Evan Owen of his suspension as a trustee due to concerns regarding his conduct and behaviour was posted on 19 July.

9. Hall Capacity

It remains unclear who is responsible for determining the official capacity of the hall. The Secretary will contact the local fire service to seek clarification.

10. Learning Hub / GLLM

It was reported that no response has been received from GLLM regarding the email sent on 11 July.

It was agreed to add this item to the agenda for the next meeting, by which time more information is expected regarding the agreement, the nature of the courses being delivered, and any associated financial arrangements.

11. WiFi Signal in Meeting Room

It was noted that the WiFi signal in the meeting room has improved since the chairs were removed from in front of the WiFi hub. It was agreed to wait for further developments regarding the GLLM situation before deciding whether a booster is required.

12. Fridge Disposal

Ed reported that he had been unable to identify an alternative local company that disposes of commercial fridges. It was agreed that the fridge will be taken to Aberystwyth for disposal at a cost of £125 plus VAT, once access to the Hall's funds is in place.

13. Security

It was reported that the new digital keypad lock is scheduled to be installed on the internal hall door on 30 July. The lock stores up to 20 individual codes, allowing each group to have their own unique access code with access permitted only during their booked slots. Temporary codes can also be set for one-off events.

All trustees agreed that this upgrade should significantly improve the Hall's security.

Secretary to email all hall users with their unique codes and instructions on how to use the new lock and let Jonathan know that the oak door is to remain locked at all times and only used as an emergency exit.

Nedw was not in attendance to provide an update on the camera doorbell; it was decided this item will be included on the agenda for the next meeting.

14. Correspondence

14.1 Email from Evan Owen – Reason for Mention at AGM

It was noted that Evan should have now received the letter sent by post. The Secretary will send an email reply with what was minuted at the AGM to clarify the matter for Evan.

14.2 Email from Evan Owen – 1931 Document

No one in attendance recalled any reference to the 1931 document during the AGM. It was agreed that Evan had likely confused the matter, as he was not present at the meeting. The Secretary will send a reply email accordingly.

14.3 Email from Dave Powley – Air Conditioning in Snooker Room

The committee understood that the air conditioning unit was installed by the Snooker Club and is therefore not the responsibility of the Hall committee for servicing or repairs. The Secretary will send a response email to advise this.

14.4 Wedding - Bring your own alcohol request

It was agreed that private events allowing bring-your-own alcohol would not be permitted, as this could jeopardise the Hall's own licence applications. The Secretary will send a response declining the request.

14.5 Clwb Hwyl - Missing Equipment

Jonathan reported that the club's beanbags, hoops, and cones stored at the Hall are missing. Nia will check the shipping container when she looks for the PA system.

15. Open Actions

Actions completed since the last meeting have been closed and the action log updated accordingly (Below)

16. Any Other Business

16.1 Strimming of the Car Park

Following the AGM, Christin Bowater informed some of the trustees that strimming the car park had become difficult due to the additional pots placed around the planters by Y Tir. It was also noted that old picnic benches and an additional stall had recently been placed in the car park.

It was agreed that the Secretary will email Y Tir and the Regeneration Group requesting the removal of the additional pots, picnic benches and stall to ensure the car park can be maintained without further obstruction.

16.2 Structural Survey

A discussion took place regarding the type of survey needed to satisfy the insurance company that the cracks in the building are due to historical settlement rather than subsidence. It was agreed the survey should also support the development of a long-term maintenance plan and budget.

Three quotes have been obtained; however, it was noted that one company is unable to carry out a damp survey. Trustees agreed that a damp survey is needed.

It was decided to defer the decision and include the item on the agenda for the next meeting for further discussion.

17. Date of Next Meeting

Separate Finance meeting - 26 August 2025, 7pm

Ordinary meeting - 2 September 2025, 6:30pm

Actions Register

Date	Description	Status	Assignee(s)	Closed
15/07/2025 29/07/2025	Gain access to NatWest bank account	Awaiting a 2nd access code from bank 29/07/25	Edward G. (Nedw)	
15/07/2025 29/07/2025	Confirm whether an HSBC account was opened	Ffion reviewing paperwork 29/07/25	Ffion	
15/07/2025 29/07/2025	Add additional bank signatories	Pending Edward's access to account	Nedw	
15/07/2025 29/07/2025	Camera doorbell – security upgrade	To be discussed at next meeting 29/07/25	All	
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	
15/07/2025 29/07/2025	Booking system improvements: online system, website, SIM	Online booking system set up (Hall Master), SIM received, Website awaiting Welsh translation 29/07/25	Heather	
15/07/2025	Meeting with caretaker	Nedw & Heather met with Jonathan 16 July	Nedw & Jen	✓ 29/07/25
15/07/2025	Review hire rates	New rates agreed 29 July	Jen, Sian & Heather	✓ 29/07/25

15/07/2025	Contact Bingo Caller (Mark Stanton)	Confirmed 20 July	Nia	✓ 29/07/2025
15/07/2025 29/07/2025	Source prize donations for Bingo event	8 prizes already sourced 29 July	Nia, Beth and Deilwen	
15/07/2025 29/07/2025	Trustee registration	Activate individual online Charity Commission account	All	
15/07/2025	Trustee registration updates	Completed 26 July	Ed	✓ 29/07/2025
15/07/2025 29/07/2025	Determine hall capacity	Research calculation method and guidance	Ed	
15/07/2025	Dispose of commercial fridge	Obtain additional quotes	Ed	✓ 29/07/2025
15/07/2025 29/07/2025	Learning Hub – clarify agreement with GLLM	Awaiting response to 11 July email	Annwen / Heather	
15/07/2025 29/07/2025	Improve Meeting Room WiFi	Awaiting update from GLLM re Hall use 29/07/25	Nedw	
15/07/2025 29/07/2025	Locate the PA system	Jonathan thinks it is in the shipping container. Nia to check 29/07/25	Nia	
29/07/2025	Obtain breakdown of figures form E W Owen	Heather to contact E W Owen	Heather	
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	
29/07/2025	Set up FB page for Hall and Instagram account	Heather to set up new FB page, and Insta account	Heather	
29/07/2025	Jonathan not completing daily log	Heather to follow up with reminder	Heather	
29/07/2025	Cancel caretaker standing order	Awaiting bank access	Ffion	

29/07/2025	Inform groups of new rates and booking terms and conditions	Heather to email all groups	Heather	
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	
29/07/2025	Respond to correspondence	Heather to reply to Evan Owen, Snooker Club, Wedding.	Heather	
29/07/2025	Car park difficult to strim	Email Y Tir & Regen to remove the pots, benches and additional stall.	Heather	

Signed as a true record:

Date: