

Dyffryn Ardudwy and Talybont Village Hall
Trustees/Committee meeting at Dyffryn Ardudwy and Talybont Village Hall
7 October, 6:45pm. Ended 7:30pm

1. Present

Trustee Edward Griffiths (Nedw) (Chair), Trustee Sion Ifor Williams, Trustee Deilwen Anderson, Trustee Sian Edwards, Trustee Edward Williams, Trustee Jennifer Yuill, Trustee John Ceri Evans, Secretary Heather Williams, Treasurer Ffion Thomas

Apologies for Absence

Trustee Nia Rees, Trustee Beth Bailey, Trustee Gwynfor Evans

2. Approve minutes of the finance meeting held 26 August and minutes of meeting 2 September

Finance meeting: Motion to approve proposed by Deilwen Anderson, seconded Nedw Griffiths. All approved.

Ordinary meeting: Motion to approve proposed by Edward Williams, seconded Jennifer Yuill. All approved.

Chair Welcome

The Chair thanked the committee for their efforts in decluttering the hall, noting that attendees at the recent choir evening had commented positively on the improvements. Members echoed that several people had remarked on how much more welcoming the hall felt. Jennifer also noted compliments she's heard from several residents regarding the new website, which was described as a valuable and well-received addition.

3. Bank and Financial Matters

Treasurers Report: The Treasurer reported that the accounts were in a reasonably healthy position, despite a loss of £969.03 for September. This loss was largely attributable to the payment of the accountants' fee of £990.00, following the submission of the accounts to the accountants by the Regeneration Group.

Account Balances: £14,079.75. Current account: £7,844.31 Reserve account: £6,033.20. It was agreed to move £5,000 from the current account to the reserve account.

Approval to pay September invoices: Gwynedd Disposables £86.14, Copy of official certificate for Mrs Cartwright £12.50, SD cards for CCTV £29.90, 4 CCTV cameras £154.97, Grass cutting (Christian Bowater) £130, Snowdonia Fire £84.00, Washing fee for polisher pads £5.50, Toilets deep clean £354, Hoover bags £4.49, Caretaker £24.52, Box files & folders £44.08, Hall Master annual subscription £265.00. Approved by all, signed by Nedw and Sian.

Bank access update: With some frustration, the Treasurer reported that NatWest had still not provided her with login details. Nedw will contact NatWest again to enquire about the delay.

Progress with missing invoice list: The Treasurer was pleased to report that most invoices had been successfully matched to the corresponding bank transactions. It was clarified that the £1,950 payment previously recorded as kitchen plans was, in fact, for the architect's plans and the planning permission for the cafe flue, and not for additional kitchen plans as Regeneration Group had led the Community Council to believe.

The invoice for the balancing payment of £3,825.00 to NG Automatic Doors had been located. A duplicate invoice was obtained for the £1,194 payment made to Swift Kitchen; however, the company has still not provided a copy of the kitchen plans as requested.

Denise Stone confirmed that the £400 bank transfer she made to her own account was payment for cleaning duties undertaken while the caretaker was away. The trustees expressed concern, noting that at the time Denise was a trustee of the hall and the Governing Document stated trustees can not receive payment for work carried out for the charity.

Neither Denise nor Jonathan could clarify the payments of £119.34 and £424.32 made to the caretaker in May 2024 and November 2024, though they suggested these may have been for back pay or reimbursed purchases. Derek Haywood declined to clarify two bank transfers made to him for £33.85 and £28.00 in April and May 2022.

Denise provided an invoice for the £55.48 bank transfer to her account, stating it was for printer ink for the hall printer; however, the invoice referred to Canon printer ink, while the hall printer is an HP model. She also provided an invoice for £71.20 for a cordless drill. Committee members noted they had not seen a cordless drill at the hall during their recent decluttering. The Secretary will ask the caretaker to confirm where it is kept.

Regeneration Group & GLLM update: The Secretary reported that copies of all invoices and remittance slips for the college courses held at the hall had now been received. She confirmed that she had contacted the Regeneration Group regarding the invoice for £300 issued to the college on Regeneration Group headed paper, which included the Regeneration Group's bank account details, for the hire of the Village Hall and car park in January 2025.

To date, no reply had been received, and the Secretary had therefore sought advice from the Charity Commission. As the payment related to the hire of the Village Hall, it was considered charitable income, and the situation may constitute procurement fraud, which should be reported to Action Fraud.

The trustees noted their duty to safeguard the charity's funds and agreed that the Regeneration Group should be contacted again to request repayment. If payment is not received, the matter will be reported to Action Fraud. Secretary to email the Regeneration Group again and, if repayment is not forthcoming, report the incident.

4. Maintenance and Improvements

Full Building Survey: The survey was carried out on 2 October by Irving Associates. The report will be issued within 2 weeks of the balancing payment.

Quotes for Autolights/PAT testing/Thermostats: The committee had received the quotations prior to the meeting: PIR sensors for the foyer and exterior: £402.66; PAT testing: £120; and smart thermostats: £507 (all prices excluding VAT). The committee agreed that the costs were reasonable. Nedw proposed that the Community Council be asked to pay for this work directly from the remaining balance of the £3,000 grant allocated for the current financial year. All trustees agreed. Nedw to raise this at the next Council meeting.

Drains and Guttering clearing: It was noted that the guttering had been overflowing during heavy rain. Ed and Ifor had cleared the sections accessible by step ladder, but the higher areas still required attention. Several downpipe drains were also found to be blocked. Ed and Nedw volunteered to clear these drains.

Several trustees expressed disappointment that the maintenance of the lower guttering and downpipe drains, which falls within the caretaker's responsibilities, had not been carried out. Quotes to be obtained for the clearing of the high guttering.

Dehumidifiers: It was reported that the current supplier had been unreliable with stock availability and delivery/pick-up arrangements. As payment had not yet been made, it was agreed to seek an alternative company.

Facilities: Sian reported that one of the plug holes in the gents' toilet was stuck closed. Hefin had been unable to release it and therefore removed the metal cover to prevent a potential flood risk. It was agreed that a flip-style plug would be a better replacement, as pop-up plugs often cause problems. Ed volunteered to order and fit a new one.

CCTV: The committee thanked Ed for sourcing and fitting the cameras. The secretary confirmed the relevant notices had been put up, and the CCTV policy published.

Risk and Fire assessments: Agreed these need reviewing. Deilwen offered to look into it, and Heather offered to help.

Cenotaph: Committee to prepare before the Remembrance Sunday.

5. Grants

The Secretary reported that the Welsh Government's Community Facilities Programme was now open for applications of up to £300,000. She had spoken with the grant officer, who indicated that the fund would be suitable for the Village Hall.

It was agreed that once the building survey report has been received, the committee will meet to review the findings and determine which elements to include in the grant application, with the cafe and kitchen area.

6. Caretaking

The caretaker had returned from leave.

[REDACTED] discussed [REDACTED] whether the position remains necessary,

[REDACTED]. Many trustees suggested that the committee consider hiring cleaning services instead. All agreed this needed further consideration.

7. Groups & Bookings

Bookings: The Secretary reported October's bookings looked good, with the Balata group booking 4 sessions at a cost of £225, a children's party at £50 and Menter Mon hiring the hall for a meeting for £40.

Missing Tea Urn: The Friday before the Choir's event, the tea urn was removed from the hall by a member of the Regeneration Group. When asked to return it, she stated that it was needed for the Afternoon Tea at the allotments and claimed that the urn belonged to the Bowls Club, not the Village Hall. Questions were raised regarding an invoice for a new spout, paid for by the Village Hall, which the Regen member explained was because the urn is used by other groups. As the urn appears on the previous PAT testing log and has been kept in the hall kitchen for many years, the committee considered it to be the property of the Village Hall. Despite this, the Regen member refused to return the urn.

This led to a discussion regarding cups and mugs at the hall. During the Choir event, attendees had to use cups without saucers due to an insufficient number, and the mugs from the cafe were nowhere to be found. Deilwen noted that saucers or mugs would need to be purchased in advance of the Menter Mon meeting. It was agreed that she would investigate prices and proceed with the purchase.

8. Events

Theatre Show: West booked for Friday 23 January

Christmas Lunch: The committee discussed the possibility of holding a Christmas lunch for older residents, noting that the children have the annual parade and a visit from Santa. Deilwen will enquire whether the Community Council could provide a financial contribution.

Age Cymru: Deilwen and Heather met with a representative of Age Cymru to discuss the launch of a monthly club starting in November. All trustees agreed that this would be a positive addition for the community.

It was noted that BBC Radio Cymru's Y Talwrn is seeking venues for the 2026 series. All agreed to express interest, and Sian will contact Radio Cymru to register interest.

9. College Courses

The Secretary advised that she will be speaking with the area coordinator next week. A question has been included in the community survey, which should assist in arranging suitable courses and times.

10. Correspondence

Email from Sequence Dancers Group

After discussion with the trustees, the Secretary replied to the group that the woodlice in the kitchen were a symptom of the ongoing damp issue, and expressed hope that the problem would improve once the dehumidifiers are in place. She also reminded the group that Environmental Health had advised that the kitchen area is not suitable for the storage or preparation of food.

11. Any Other Business

Tea urn: Agreed this needs to be replaced. Jen to look at prices.

Information Commissioner's Office: It appeared the hall wasn't registered. There's no record of registration and no corresponding payment found on the bank statements, the Secretary reported that the annual cost by direct debit is £47. The committee agreed that the hall must be registered, in compliance with the law. Secretary to complete the registration.

Hall Capacity: Ed reported it has been confirmed. Hall and Meeting room combined - closely seated 190, functions with seating and dance floor 125

PA System: In Nia's absence, the Secretary reported that the existing PA system was deemed a "write-off," as repair costs would exceed the price of a new system. Mark Stanton offered to provide the hall with a new, simpler PA system in exchange for the old equipment, which he could use for spares and repairs. All trustees voted in favour of this proposal.

Land Registry: The Secretary reported that her enquiry had been referred to Adra's legal team, but she had not received any further response. Secretary to follow up with Adra, as the insurance company is pressing for the land register to be updated.

Survey to the Community: Secretary confirmed as soon as the translation is received the survey is ready to be issued.

12. Date of Next Meeting

Monday 3 November 2025, 7pm

Actions Register

Date	Description	Status	Assignee(s)	Closed
15/07/2025 29/07/2025 02/09/2025 07/10/2025	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	

Date	Description	Status	Assignee(s)	Closed
15/07/2025 29/07/2025 02/09/2025	Add additional bank signatories	Still pending 07/10/025	Nedw	
15/07/2025 29/07/2025 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 07/10/2025	Determine hall capacity	Research calculation method and guidance. Fire service unable to help, they've suggested Gwynedd Council. Ed to contact them.	Ed	✓ 07/10/2025
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	✓ 07/10/2025
15/07/2025 29/07/2025 02/09/2025 07/10/2025	Locate the PA system	Located in shipping container but damaged by damp. Awaiting refurb quotes 02/09/2025	Nia	✓ 07/10/2025
29/07/2025 07/10/2/025	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. 07/10/25 - unable to do this until new signatories added.	Ffion, Nedw, 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	✓ 07/10/2025
26/08/2025	Surveyor	Ask if the Community Council can pay the invoice out of the October Village Hall payment due.	Nedw	✓ 07/10/2025
02/09/2025	Lighting, heating & PAT testing	Gwynfor to contact Elliott Electricals for quotes	Gwynfor	✓ 07/10/025
02/09/2025	Declutter	Organise a date(s) to declutter the hall	Heather	✓ 07/10/2025
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	Heather	✓ 07/10/2025

Date	Description	Status	Assignee(s)	Closed
		Fire		
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	£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	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	Mugs	More mugs or saucers needed for hosting larger groups. Quotes and purchase	Deilwen	
07/10/2025	BBC Radio Cymru's Y Talwrn	Sian will contact Radio Cymru to register interest.	Sian	
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	
07/10/2025	Cenatoph	Prep for Remembrance Sunday	All	
07/10/2025	Tea urn	Prices needed so we can replace	Jen	
07/10/2025	ICO	Registration required	Heather	