Dyffryn Ardudwy and Talybont Village Hall

Trustees | Committee Meeting at Dyffryn Ardudwy and Talybont Village Hall
5 May 2026, 6:30pm. Ended 7:30pm

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1. Present
Trustee Edward Griffiths (Nedw) (Chair), Trustee Deilwen Anderson, Trustee Sian Edwards, Trustee Edward Williams, Trustee Beth Bailey, Trustee Sion Ifor Williams, Treasurer Ffion Thomas, Secretary Heather Williams.

Apologies for absence
Trustee Nia Rees, Trustee Jennifer Yuill, Trustee John Ceri Evans, Trustee Gwynfor Evans.

2. Approve minutes of meeting held 7 April
Motion to approve proposed by Nedw Griffiths, all agreed.

3. Bank and Financial Matters

a) Treasurer's Report: All agreed that we are still in a healthy financial position, even with spending on the Games Room having started.

b) Auditor Appointment: It was shared that an independent auditor had been appointed and that the paperwork would be dropped off later this month.

c) Account balances: Current Account: £1,475.11, Reserve Account: £11,097.67, Cash £398.92, Sum Up Account £290.40 (Total funds £13,262.10)

d) Approve payments for April invoices: Plate & bowls for Clwb Ardudwy £49.60, Filter coffee machine £50, Club Ardudwy lunch £100, Huw Gray (Games Room) £178.24, Cleaning services £224.

e) Additional BACS Payments made since last meeting: Snowdonia Fire £214.85, British Gas £19.20

f) Payments made on debit card & in cash since last meeting: Soft drink stock £29.00, cakes for pop-up cafe (pottery) £28.17, cleaning materials £160.90, pop-up cafe stock £17.34, electrical material (games room) £877.85, Bingo prizes (Clwb Ardudwy) £8.52, Milk (Clwb Ardudwy) £1.90.

g) Approval of payments due before next meeting: Plastering invoice for Games Room. Agreed to ask the Community Council to pay the Jewsons invoice (Games Room) £774.94 (plus VAT) and L&L's deposit £805.80 out of the 1st installment of the annual Village Hall Maintenance Grant. Sian to ask at the next meeting.

h) Bank Access update: Changes requested still not been actioned by NatWest. The Treasurer will email the contact at the Pwllheli branch for assistance.

i) Snooker Club: It was reported that the solicitor wrote to the Snooker Club on 9 April requesting payment for the room hire for February and the first week of March, as well as for the damage to the electrical wiring. The Club was also invited to provide, by 16 April, the documentation they claim determines ownership. However, no response has been received from the Club to date.

It was agreed that progress had nevertheless been made, as an email from North Wales Police stated that the Snooker Club did not dispute that the table is a community asset. The Secretary agreed to speak with the solicitor regarding the next steps, as the Snooker Club remained unresponsive regarding payment of the outstanding amounts and had not informed the Hall of the table's whereabouts or their plans for its future. This information is needed, as the charity is currently missing an asset.

j) Y Tir: The Treasurer reported that the October invoice had now been settled. The issue appears to have arisen because the invoice had been passed to the Regen Group for payment, as the group did not have its own account at the time, but the payment had not been made.

k) Regen Group: It was reported that a response had been received from the Regen Chair stating that the repayment of the £300 could not be discussed until after 18 May, as the Treasurer was unavailable until then. It was agreed to reply confirming that the Hall was happy to wait until 20 May for payment.However, if payment had not been received by that date, the Hall would pursue legal action, as the matter had been ongoing since September and neither the requested information nor repayment had been forthcoming from the Regen Group.

The issue of interest was also discussed. As the £300 should have been held in the Hall's account since February 2025, it was noted that bank interest would have accrued on the amount, and that interest could also be claimed through the small claims process. It was considered inappropriate for any interest to be taken from the Regen Group account itself, as these are community funds. Instead, it was agreed that the court would be asked to award interest against the individuals involved in withholding the money from the Hall.

It was further suggested that those who held official positions at the time the Open Call application was submitted should be copied into the correspondence, as it was considered appropriate that they be made aware of the situation. It was noted that, as the Regen Group is not a legal entity, individuals would need to be named separately on the court application.

4. Maintenance and Improvements

a) Emergency Lighting: Agreed to accept the quote to replace the 6 old emergency lighting units.

b) Village Hall Signs & Noticeboards: It was suggested that the Community Council be asked to consider including these in their Council Support Fund application if any funds remain available. Deilwen agreed to raise this at the next meeting.

c) Games Room: Everyone was pleased with the progress being made. Given the number of injuries currently affecting committee members, it was suggested that a decorator be contacted to carry out the painting work so as not to delay the project. It was agreed that a quote would be obtained and, if within budget, the work should begin as soon as possible. Nedw and Sian agreed to speak with a painter.

d) TfW Noticeboards: It was reported that TfW were keen to work with the community and a meeting would be organised for later this month to discuss the noticeboards.

e) Games Room Air Con: It was reported, the company recommended by the electrician, A E Refrigeration, had been contacted and quoted a rate of £35 per hour plus VAT, while AER Cymru quoted £220 for a service and £55 per hour for any remedial work.

It was agreed to appoint A E Refrigeration, and that the work was necessary to ensure the unit was safe and functioning correctly. This was considered particularly important as the Snooker Club had informed the caretaker in July that the unit was not operating as it should. However, it was unclear whether the Snooker Club had subsequently arranged any repairs, and there were no records of an annual service having been carried out.

5. Grants

a) Community Facilities Programme: It was reported that the Hall had been notified that it had progressed to the next round, but it was still uncertain whether the funding would be available due to the Senedd election.

b) Gwynedd Community Grant Support Officer: Sian reported that she and the Secretary had a successful meeting with the new officer, and that both grant applications meet the required criteria. Once the quotes have been obtained, the Secretary will submit the applications before the deadline.

c) ADRA: It was reported the grant application for the Games Room equipment had been successful.

d) Eryri Community Funds: It was reported that the application towards the Christmas lunch had been successful and once the quotes had been received the applications for Tier 2 and Tier 3 would be submitted.

e) Concertina: The Secretary reported that the application had been submitted for funding towards a Tea Dance. The Sequence Dancing group were keen to be involved.

f) Barchester's Charitable Foundation: The grant was discussed, and suggestions were made to apply for funding towards a bus trip, a tea dance, a Christmas lunch, laughter yoga, and an art workshop for older people in the community. The Secretary will obtain quotes and complete the form.

g) Welsh Water: The Secretary reported that the £5,000 grant had now opened. All agreed to apply.

h) Spar Community Cashback : This grant was discussed and a decision made to apply for funding for an air hockey table for the Games Room. Secretary to apply.

i) Art Grant: The grant for Arts for Wellbeing was discussed. The Secretary agreed to investigate further and to submit an application if the hall fits the criteria.

6. Groups & Bookings

It was reported that there were no issues and that the usual regular bookings remained in place. Deilwen was asked to thank Josie and Karen for their help with Clwb Ardudwy last week.

7. Events

a) Pop-up Pottery and Cafe: It was reported that the day was a great success with 67 pots thrown and the pop-up cafe taking £111.55.

b) Pop-up Cafe: The Secretary reported that she had checked the requirements with Gwynedd Council and confirmed that pop-up cafe/fundraising activities are permissible, provided they are carried out in compliance with food hygiene, health and safety, and only occasionally (e.g. not more than one a month).

c) Car Boot Sale: It was reported that this was also a success, with the pop-up cafe proving popular. The event made a profit of £91.70. It was agreed to repeat it on the first Sunday of each month over the summer, as many attendees had asked whether it could become a regular feature at the Hall.

d) Comedy Night: Secretary confirmed she would apply for a Temporary Event Notice for the bar. Agreed to keep bar prices the same as the Pizza evening.

e) Meirion Williams: Sian shared information about a show by Sioned Webb to mark the 50th anniversary of Meirion Williams' passing. All agreed that it would be a very fitting event for the Hall. The Secretary will make enquiries regarding costs.

8. College Courses

The Secretary reported that this year's courses are due to finish on 17 June for the summer.

9. Correspondence

- North Wales Police: An email was received confirming that the matter had been reviewed by a Sergeant and that it was a civil matter, as expected. It was reiterated that it was positive that the Snooker Club were no longer disputing that the table is a community asset.

- Regen Group: Contents of email received 30 April discussed at Item 3(k).

10. Any Other Matters

a) Edible Incredible: Sian reported that she and the Secretary met with Steve Wells regarding the removal of the planters from the car park. Steve explained that they are currently low on volunteers and this was why they hadn't been moved yet; however, it was noted that one of the planters was in the process of being moved, indicating that progress is being made with the removal.

b) Volunteers: The Trustees considered the development of a volunteer team to support events, following the resolution of key governance and financial matters, and noted the positive contribution of the small group assisting with Clwb Ardudwy.

It was noted that, under the Governing Document, only members of the Community Council can be aTrustee, and therefore volunteers cannot be members of the Trustee Committee. As such, it was agreed that volunteers would be invited to assist with events and operational tasks, with informal meetings to be held as required for coordination purposes. It was confirmed that the volunteer group would have no governance or decision-making authority. It was also agreed that a separate sub-committee was not required at this time, as the Trustee Committee had regained responsibility for the day-to-day management of the Hall.

The Secretary agreed to contact all individuals who indicated an interest in volunteering via the Hall survey and to issue a social media invitation for members of the community to join the volunteer group.

c) Donations: Deilwen was asked to convey the Committee's thanks to Christina and Paul for their generous donation of a fridge and plate warmer for Clwb Ardudwy. Sian was also asked to thank her brother for his donation of the tall fridge for the bar.

11. Date of Next Meeting: Monday 1 June 2026, 7:30pm

Actions Register

Date	Description	Status	Assignee(s)	Closed
15/07/2025 29/07/2025 02/09/2025 07/10/2025	Confirm whether an HSBC account was opened	Still no response 05/01/2026	Ffion	

Date	Description	Status	Assignee(s)	Closed
01/12/2025 05/01/2026 02/03/2026				
15/07/2025 29/07/2025 02/09/2025 05/01/2026 02/02/2026 05/05/2026	Add additional bank signatories	Ffion added. Heather and John Ceri still pending 02/02/2026. Ffion to contact Pwllheli Branch for assistance 05/05/26	Ffion	
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 05/01/2026 02/03/2026	Request previous committee sign forms from E W Owen	No response to date	Ffion	
02/09/2025 05/05/2026	Hall signs need updating with new phone number and website Quote now received from Sign Creations	Sian to ask CC if enough money available on CC Grant application to include updating the signs	Sian	
02/09/2025 07/10/2025 31/03/2026	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 05/01/2026 07/04/2026 05/05/2026	£300 invoiced to GLLM by Regen Group for hall hire.	Secretary to contact Regen to advise happy to wait until 20 May for payment but if not received by then them legal action will be taken.	Heather	
07/10/2025	Risk assessments	Review required	Deiwen and Heather	
01/12/2025 05/01/2026	Cenataph racking	Nedw to research feasibility Ed to ask Cynan Sharp for quote	Ed	
05/01/2026	Keys	Missing white fire exit key and fob. Nedw to follow up with the Caretaker	Nedw	

Date	Description	Status	Assignee(s)	Closed
05/01/2026	Paint Container	Container roof needs painting to prevent rot	Ed & Nedw	
05/01/2026 02/02/2026 07/04/2026 05/05/2026	Planter in Hall carpark	Email Steve Wells and Y Tir to remind about removal 02/02/26 - no reply to date To request assistance from Y Tir to resolve as still no response from Steve or Regen Removal started 05/05/2026	Heather	
05/01/2026	Charity Status	Explore options	Heather	
02/02/2026	Bollard and hall fence	Ed to get quotes	Ed	
02/02/2026 02/03/2026 07/04/2026	Fix masking curtain rail	Brackets received - Ask Daryl for quote to fit the brackets	Heather	
02/02/2026 Ongoing	Grants	Deilwen & Heather to research grants for small projects	Deilwen & Heather	
07/04/2026	Investigate Pop-up cafe rules	Heather to check regs and feasibility	Heather	05/05/2026
07/04/2026	Independent auditor	Appoint independent auditor for accounts	All	05/05/2026
07/04/2026 05/05/2026	Snooker Club, unauthorised removal of table, outstanding payments and damage to electrical cables	Instruct solicitor to write to the Club No response - contact solicitor to discuss next steps 05/05/2026	Heather	

Approved by:

Date: