Dyffryn Ardudwy and Talybont Village Hall

Trustees | Committee Meeting at Dyffryn Ardudwy and Talybont Village Hall
1 June 2026, 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 Jennifer Yuill, Trustee Gwynfor Evans, Trustee Sion Ifor Williams, Secretary Heather Williams.

Apologies for absence
Trustee Nia Rees, Trustee John Ceri Evans, Treasurer Ffion Thomas

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: In the Treasurer's absence, the Secretary presented the Treasurer's Report. Members noted that, despite the investment in the Games Room, the hall remains in a stable financial position.

b) Account balances: Current Account: £1049.49 Reserve Account: £11,105.16, Cash £328.50, Sum Up Account £616.04 (Total funds £13,099.19)

c) Approve payments for May invoices: Stationary £15.21, Plants & Soil £40.96, Clwb Ardudwy lunch £90.00, Cakes for pop-up cafe £35, Dartboard set £147.94, Bar stock £172.55, CCTV £66.96, Painter £607.50, Cleaning services £229.60

d) Payments made on debit card & in cash since last meeting: TEN (comedy) £21, Cleaning materials £41.63, Coffee & milk (Clwb Ardudwy) £4.95, Banner £14, TEN (George Nash) £21, Games Room equipment £326.84, Bar stock £176.14

e) Invoices paid since last meeting: Plasterboarding & plastering of Games Room £1750

f) Approval of payments due before next meeting: Agreed to pay any invoices for Games Room work that quotes received for, and ask Community Council to the balance for the flooring and the paint invoice from the Annual Grant.

g) Bank Access update: Nedw informed the members that he had received a link to authorise the removal of the retired committee members from the bank account. He asked the Secretary to assist with uploading the required documentation as part of the process, and the Secretary agreed to do so.

h) Snooker Club: In the Treasurer's absence, the Secretary reported that the outstanding invoice for March had been paid; however, the February invoice remains unpaid.

Although the documentation held by both parties states that payments are to be made in arrears, the Snooker Club Secretary disputes this interpretation. No payment has yet been received for the damage caused to the electrical wiring. As progress has not been made in resolving these matters, members agreed to pursue the issues through the solicitor.

i) Regen Group: It was reported that the £300 had now been paid by the Chair of the Regen Group. Members expressed their relief that this matter had finally been resolved and was now closed.

4. Maintenance and Improvements.

a) Village Hall Signs & Noticeboards: It was reported that the Community Council had agreed to include the signs and noticeboards in its grant application. Sian and Nedw reported that they had met with a representative from TfW to discuss the installation of noticeboards at Dyffryn Ardudwy and Talybont railway stations. The representative had arranged for a colleague from the community projects team to meet with them to explore incorporating artwork created by pupils from the primary school into the project. Sian reported that the school was keen to be involved, and the Gallery in the village. Members welcomed the proposal and agreed that it was an excellent idea. Sian and Heather also agreed to meet with the Community Development Officer next week.

b) Games Room: Trustees were pleased with the progress of the Games Room and commented on the significant difference the plasterboarding and painting had made to the space. It was confirmed that the flooring would be laid the following week. The carpenter's quotation was accepted. Members also discussed the room's decoration and agreed to source some bright prints for the walls, together with a large cushion for the ‘box’.

It was reported that an engineer had attended to service and repair the air conditioning unit. During the inspection, it was found that the unit had burnt out because the condenser had been installed in the loft space rather than externally, preventing it from operating efficiently. It was explained that the loft temperature is often higher than that of the room below, placing excessive strain on the system. The engineer advised that the unit would need to be replaced at an estimated cost of £2,000, including installation. Members agreed to monitor whether the recently installed plasterboarding improves the room temperature before considering the purchase of a portable air conditioning unit if required.

c) Curtain Rail: Members expressed their gratitude to John Slade for fitting the new brackets free of charge. The Secretary was asked to convey the members' thanks to him.

This prompted a discussion on whether the appointment of a designated person to oversee projects and maintenance work of this nature should be considered. Members agreed to include this item on the agenda for further discussion at a future meeting.

5. Grants

The Secretary confirmed the applications had been submitted to Cyngor Gwynedd and Eryri for the cafe and building stabilisation projects. But was awaiting quotes to submit the Welsh Water application. The Trustees thanked the Secretary for sourcing funding and submitting the applications.

6. Groups & Bookings

It was reported that Ti a Fi would be holding weekly Tuesday morning sessions at the Hall, commencing that week and continuing until the summer holidays. Members welcomed the return of a baby group to the Hall.

Spanish classes would commence on 2 July and be held every Thursday afternoon. It was reported that there had been a strong level of interest.

An enquiry had also been received regarding a four-week Tai Chi class; however, the booking had not yet been confirmed.

7. Events

a) Comedy Night:It was reported that Noel James had expressed his willingness to return, commenting that the audience had been receptive from the outset and that the event had been very well received. Members who attended agreed that it had been a successful evening. Bar takings totalled almost £500.

b) Bar for George Nash Talk: Beth and Heather agreed to run the bar on Sunday evening for the event and Sian and Nedw offered to help with the clear-up at the end of the event.

c) Car Boot Sale: Agreed to do another pop-up cafe following the success at the May car boot.

d) Tea Dance: Members agreed to postpone the Tea Dance until the following summer, as there was insufficient time to finalise the arrangements and promote the event for August. By then, the outcome of the funding application would also be known.

e) Wedding: Members discussed volunteer arrangements for staffing the bar and agreed to cover the daytime and evening sessions in shifts. A corkage charge was agreed. Members also agreed to obtain prices for purchasing additional wine glasses and champagne flutes, as the Hall does not currently have enough. The use of plastic

glasses for the evening reception was also discussed, and it was agreed to investigate costs.

8. College Courses

The Secretary reported that the college had asked for feedback from the community on the IT courses they would like to see offered at the Hall from September. It was agreed that the Secretary would circulate a short questionnaire and share the responses with the college.

9. Correspondence

- Snooker Club: Members expressed concern about the tone and content of the recent correspondence and agreed that any further communication should be conducted through the solicitor.

  It was noted that the Club had still not disclosed the current location of the snooker table. Members also noted that, despite informing the police that they did not dispute the table's status as a community asset, the Club continued to assert ownership but had not provided any supporting evidence, as requested on numerous occasions.

- Big Lottery Fund: The Secretary reported that an email had been received confirming that the Big Lottery Fund's interest in the Hall had now been removed from the title deeds, allowing the deeds to be updated with the current Trustees. Trustees thanked the Secretary for her work in resolving this matter, which had been a lengthy process.

  It was agreed to instruct Breese Gwyndaf to register the current Trustees on the title deeds for both the Hall and the car park. The Secretary agreed to contact them and gather the necessary documentation.

- Clwb Hwyl: An email was received requesting a new lockable cupboard, as the lock on the existing metal cupboard is not working. Members agreed that the Committee is not able to provide additional storage cupboards for user groups due to limited space. Instead, it was agreed to fit a hasp and staple. Ed volunteered to purchase and fit this.

10. Any Other Matters

a) Volunteers: The Secretary confirmed that those who had indicated on the survey that they would like to volunteer had been contacted. Respondents would be added to a WhatsApp group for ease of communication.

b) Lockers: Suggested to offer the groups the option to rent a locker to store small items such as tea/coffee etc at a cost of £1 a week if they are unhappy with not having storage at the Hall. Secretary agreed to look at locker costs.

c) AGM: Date set for 27 July. The secretary agreed to prepare notices and role descriptions.

11. Date of Next Meeting: Monday 6 July 2026, 7:30pm

Actions Register

Date	Description	Status	Assignee(s)	Closed
15/07/2025 29/07/2025 02/09/2025 07/10/2025 01/12/2025 05/01/2026 02/03/2026	Confirm whether an HSBC account was opened	Still no response 05/01/2026	Ffion	
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	26/05/2026
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	08/05/2026
07/10/2025	Risk assessments	Review required	Deiwen and Heather	

Date	Description	Status	Assignee(s)	Closed
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	
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	27/05/2026
02/02/2026 Ongoing	Grants	Deilwen & Heather to research grants for small projects	Deilwen & Heather	31/05/2026
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 01/06/2026 - Ask solicitor to respond on Trustees behalf due to tone and content of email received	Heather	

Approved by:

Date: