

VILLAGE HALL SUB-COMMITTEE REPORT

Sub-committee Members: Keith Woods, Eric Fôn Roberts, Eddie Roberts, Duggie Fowlie
Clerk – Suzanne Gill

It has been a remarkably busy couple of weeks and already the Clerk is receiving positive comments on how good it is to get back to some normality; how clean the kitchen and windows are; how friendly the service has been. There have been negative comments from the Former Committee claiming they have been banned from the Hall – please see the Agenda for the Community Council meeting on 16th June.

1. COVID-19

- i. A full Covid clean was carried out before the Election on 6th May by an external company. K Woods obtained quotes.
- ii. A Grant of £450 was obtained for Covid cleaning. This was paid to the Community Council and funds of £402 remain.
- iii. All Tables and Chairs are Covid cleaned after each use, along with all toilet cubicles. This is currently carried out by the Clerk.
- iv. All Tables and Chairs are placed at regulation distances where possible.
- v. Event numbers are kept within the current Level 2 guidelines, ie: 30 people maximum.
- vi. Drinks are issued in disposable cups, unless participants of events bring their own cups.
- vii. Track and Trace is carried out at all events.

2. CLEANING

- i. During Lockdown arrangements had been made by the Former Committee to have the kitchen painted and this was stopped due to the change of locks. The kitchen sink covered in white paint, along with all surfaces (including the cooker) and the floor. The external cleaning company managed to get most of the paint off.
- ii. The Clerk and a volunteer cleaned the kitchen to Level 3 Food Hygiene Standards before opening the Hall for events. All cupboards were emptied, cleaned, and disinfected – items no longer of a good standard were properly disposed of.
- iii. Brushes, Mops and Cloths etc. were either cleaned or disposed of.
- iv. New items were bought for the kitchen, eg: washing up bowls and draining trays etc.
- v. A maintenance schedule has been drafted by the Clerk to ensure that the Main Hall, Shower, Toilets, Kitchen etc., remain at Covid – 19 / Health & Safety Standards etc. The Clerk and other volunteers have Food Hygiene qualifications and the Welsh Government issued Covid-19 Guidelines.

3. ACCOUNTS

- i. Former Village Hall Management Committee Accounts
 - The Clerk has been working on the above accounts daily since the end of May. The accounting system is not a familiar one. The Clerk has reduced all information from several files and folders to only TWO holding relevant information for Audit. There are gaps in the information. The Clerk has searched the Hall and found some substantial invoice files in one of the backstage offices.
 - Amongst the various files and folders was information relating to the Charity Commission, the Clerk has placed all documents found into the folder marked Charity Commission.
- ii. Village Hall Accounts 2021 to 2022
 - All information from 01/04/2021 has been placed in a current file and the Clerk will use the same accounting method as the one used for the Community Council. In

line with the Standing Orders for Sub-Committees, the Community Council's Responsible Financial Officer (Clerk) will carry out the Treasurer's role.

- iii. The Village Hall Bank Account needs to be resolved still. This is a concern. The Clerk found plastic boxes and tins with cash in – totalling £86.50 (including £61 for keep fit – see below). The Clerk has held on to this cash and has purchased items using her own money until the Bank Account has been sorted and will then seek reimbursement. The Clerk would prefer the account to be run in the same way as the Community Council Bank Account – ie, two signatories.

4. CURRENT EVENTS

There are currently three activities being held each week in the Hall:

- i. Knit 'n' Knatter
 - This is held on Monday afternoons and recommenced on 7th June. There were 4 people from the previous group held at Myn y Mor and in the JOW room at the Hall. There were also 3 new members. The group is normally supported by a grant from Ynys Mon Council, and this pays for the room. This grant money will finish when the meeting room at Myn y Mor is re-opened. The Clerk is looking for grants to cover the costs, as the ladies prefer to stay at the Hall.
- ii. Bingo
 - The first session was held on Bank Holiday Monday, 31st May / the second on 7th June. There have been 23 players at both sessions, plus Cllr Eddie Roberts (who called the numbers for the first two sessions), Cllr Eric Fôn Roberts – Chubby (who has managed the numbers of players and also the management of running the sessions - There have been hiccups as the previous Bingo Organiser has been unable to attend the current sessions due to personal reasons). Cllr Keith Woods has donated raffle prizes and assisted where required. Two people from the community have also volunteered to help with the organisation. One of the volunteers also helps with the tables and chairs. (Chubby's two sons and their friends have also been invaluable assistance with the tables and chairs). The Clerk has been Covid cleaning the tables and chairs after each use. As the numbers are restricted to 30 people, and because the previous committee stopped the Bingo causing ill-feeling, there has currently been no charge for the room.
- iii. Keep Fit
 - This session was started on a grant obtained by the Former Committee. The group has been continuously stopped and started due to Lockdowns. There is £61 left of the original grant money and the person running the group has requested the money be taken for the cost of the room. The session runs for 1 hours and the room costs £12 per hour. There are 3 more sessions free of room costs. The Clerk is looking for grants to keep the group going forward.

5. SUGGESTED EVENTS

- i. Boxing. A member of the community has suggested this, and the sessions will be held weekly. A DBS is being sought for the community member and the Clerk will liaise to ensure everything is in order. The Clerk has submitted a request for funding and is awaiting results.
- ii. Men without Sheds. This has been suggested and there is a varied amount of suitable equipment, ie: Bowls, Fuse Ball, Table Tennis, jigsaws etc.
- iii. An Evening of Clairvoyance. This has been popular before and a community member has come forward to hold the evening.

6. GENERAL

- i. There is a need to hold a stock-take.

- Every room appears to hold numerous items of equipment. The Clerk has started to take an inventory from the documentation found in files and the equipment in the various rooms. Assistance is required as some of the items are extremely heavy.
 - Concern has been noted that items are not visible in the Hall, ie: four Guitars bought via a grant – NB: this does not mean they are not there.
- ii. The cooker in the kitchen is behind the entrance door. This is a Hazard.
 - iii. Paper cups have to be used currently due to Covid-19 as the kitchen does not have an Industrial Dishwasher. This is also a necessary Food Hygiene controlled item.

7. DONATIONS

- i. Cllr Keith Woods has donated a RIJO.42 Coffee Machine. This has already been a huge asset and is supporting itself. Cllr Woods has donated start up coffee, milk, chocolate, and cups for use with the machine. Coffee and Chocolate are being sold at £1 per cup, Tea at 80p per cup. All takings are split 50/50 to the Hall and to Cllr Woods for costs of replacements.
- ii. A donation of £100 cash has been gratefully received by the Clerk. This has been put with the £86.50 and will be held for any purchases required whilst the Bank Account is being sorted.

8. LEGALITIES

- i. **Only Community Councillors can vote on a sub-committee, so there should be 5 Community Councillors on the Sub-Committee. One more volunteer from the Community Council is required please.**
- ii. **The Clerk will add all expenditure, receipts etc to the report once the actual financial standing is confirmed. Currently, the Clerk has spent £91.70 on various items for use in the kitchen, refreshments, and Bingo. Receipts are available.**