



Aberffraw Village Hall Committee

Agenda – Wednesday 18 February 2026, 5.30 p.m.

Venue: Aberffraw Village Hall

1. Welcome and Apologies

- o Chair's welcome
- o Note apologies:

2. Minutes of Previous Meeting (14 January 2026)

- o Accuracy and matters arising

3. Review of Action Log from Last Meeting

- Letter of thanks to Glenn – **update from Sara – wrote letter of thanks and card. Delivered to Glenys**
- Job description discussion with Nerys – update (Keith) **SEE DRAFT**
- Asset register – progress (Keith / Allen)
- Policy approval timeline – **SEE Governance Policy: Policy Approval, Review and Oversight**
- Warm Spaces cover (28 Jan & 25 Feb) – **update: GOING REALLY WELL WITH CORE OF AROUND 10/12 PEOPLE. BIG THANKS TO CLARE/TRACEY/ JESS**

4. Treasurer's Report & Financial Update

- Online banking access – **now in place**
- Utilities direct debits – **IN PLACE FOR SCOTTISH POWER & DWR CYMRU**
- Standing order for Caretaker – **NEED TO SET UP ONCE PAYE IN PLACE**
- General income and expenditure overview-

5. Training for Committee Members

- o Uptake of free training (H&S, Fire Warden, Food Hygiene etc.)
- o Any further training needs need to be identified

6. Asset Register, Insurance & Operational Matters

- o Asset register – confirmation of completion
- o Insurance policy – confirmation and documentation in place
- o Website update / replacement – no progress
- o Kitchen improvements – **WARM SPACES HAS PURCHASED NEW TEA URN, LARGE**

STOCK POT, A FRAME SIGN, BOOM BOX SPEAKER, NEW CROCKERY AND CONSUMABLES

6. Policies and Documentation

- Policy approval timeline – **SEE Governance Policy: Policy Approval, Review and Oversight**
- Policy for review at this meeting – **CODE OF CONDUCT**

7. Hall Use Requests & Bookings

- Update of bookings - Ellie
- Any additional bookings received

8. External Requests

- o Accounts request (Gillian Mahon / Gaynor) – update: SARA BEEN IN TOUCH WITH CHARITIES COMMISSION TO CHANGE ACCOUNTS 2020/2021 TO ALIGN WITH G MAHON'S FIGURES. IN PROGRESS
- o Charity Commission correspondence – TRUSTEES NOW LISTED AS KEITH/ ELLIE/ SARA

9. Any Other Business

10. Date and Time of Next Meeting