



Aberffraw Village Hall Committee

Agenda – Wednesday 11 March 2026, 7.00 p.m.

Venue: Aberffraw Village Hall

1. Welcome and Apologies

- Chair’s welcome
- Record of apologies

2. Minutes of Previous Meeting (18 February 2026)

- Approval of minutes
- Matters arising not covered elsewhere

3. Review of Action Log / Matters Arising

Updates on actions from the previous meeting:

Ref	Action	Responsible	Deadline / Review	Status
1	Speak with Caretaker regarding draft job description	Sara/ Allen	Next meeting	Ongoing
2	Bring completed Asset Register for review	Keith	Next meeting	Outstanding
3	Coordinate committee training needs (Food Hygiene, H&S, Fire Warden etc.)	Sara	Ongoing	Open
4	Ensure booking forms completed for all hires	Ellie	Ongoing	Ongoing
5	Establish standing order for caretaker payments once PAYE set up	Sara / Treasurer	When PAYE active	complete
6	Contact Gillian Mahon regarding website responsibility/removal	Sara	Before next meeting	Outstanding
7	Print and distribute Code of Conduct for signing	Sara	Next meeting	Outstanding
8	Committee members to sign Code of Conduct	All members	Next meeting	Pending
9	Send Data Protection Policy to all members	Sara	Next policy cycle	Upcoming

Ref	Action	Responsible	Deadline / Review	Status
10	Seek guidance from Medrwn Môn regarding trustee/Community Council arrangements	Sara	Next meeting	Ongoing

4. Treasurer's Report & Financial Update

- Current financial position
- Income and expenditure update
- Standing order for caretaker payments (subject to PAYE arrangements)
- Any financial approvals required

5. Training Opportunities for Committee Members

- Identification of training needs (Food Hygiene / Health & Safety / Fire Warden etc.)
- Coordination of available free training opportunities

6. Asset Register, Insurance & Operational Matters

- Review of Asset Register
- Confirmation of insurance documentation storage
- Operational updates relating to hall facilities

7. Policies and Governance

- Signing of Committee Code of Conduct
- Introduction and discussion of **Data Protection Policy**
- Governance documentation update

Next policy to review in April: **Equal Opportunities Policy**

8. Hall Use Requests & Bookings

Report from Ellie:

- Regular bookings update
- Recent and upcoming events

– Booking form administration- setting up of a system on G drive to monitor bookings/
invoices/ payments- Sara & Ellie

9. External Requests and Governance Matters

10. Any Other Business

Items notified in advance or raised during the meeting.

11. Date of Next Meeting

To be agreed.

Finance report AVH from 1.4.25- 9.3.26

Charitable Account (40-30-14 711612210)

Expenditure 1.4.25- 9.3.26	£6,514.78 (Includes £1,455.42 Warm Space)
Income 1.4.25- 9.3.26	£4,351.20 (includes £1500 Warm Spaces Grant)
Balance in a/c 16.2.26	£3253.26 last month
Balance in a/c 9.3.26	£2387.13

Savings Account (BMM Account (SAVINGS) 40-30-14 13663604)

Expenditure 1.4.25- 16.2.26	£0
Income 1.4.25- 16.2.26	£25.59 (interest)
Balance in a/c 9.3.26	£2493.37

ITEM	DETAIL	DATE	£	PAYMENT METHOD	NOTES	
Bank charges		13/05/2025	04/06/2025	£ 5.00	Direct	
		13/06/2025	05/07/2025	£ 10.48	Direct	
		13/07/2025	04/08/2025	£ 5.00	Direct	
		13/08/2025	04/09/2025	£ 0.40	Direct	
		13/10/2025	04/11/2025	£ 0.80	Direct	
		13/11/2025	05/12/2025	£ 3.03	Direct	
		13/12/2025	04/01/2026	£ 4.14	Direct	
		13/01/2026	04/02/2026	£ 2.38	Direct	
		13/02/2026	07/03/2026	£ 0.60	Direct	
Donations made						
Director Costs	Pay back S Spinks (wolseley bill)	08/12/2026	£ 360.66	Chq 200063		
Event costs - refreshments						
Event costs - room hire						
Event costs - speaker						
Fundraising						
GRANT expenses	Warm space ASDA	12/01/2026	£ 83.19	Visa Card		
	Warm spaces Amazon	12/01/2026	£ 80.96	Visa Card		
	Warm Spaces Lexva	20/01/2026	£ 250.00	Chq 200143		
	Warm Spaces Currys	19/01/2026	£ 69.99	Visa Card		
	Warm Spaces Amazon	19/01/2026	£ 211.83	Visa Card		
	Warm Spaces Lidl	09/02/2026	£ 6.78	Visa Card		
	Warm Spaces Stermat	09/02/2026	£ 5.49	Visa Card		
	Warm Spaces Amazon	09/02/2026	£ 77.89	Visa Card		
	Warm Spaces Lidl	19/02/2026	£ 78.99	Visa Card		
	Warm Spaces E Toole	04/03/2026	£ 160.00	BACs		
	Warm Spaces S Spinks	05/03/2026	£ 120.00	BACs		
	Warm Spaces Ddraig Goch garage	05/03/2026	£ 36.41	Visa Card		
General expenses	A Frame board Amazon	06/02/2026	£ 39.99	BACs 6.2.26		
	Key cutting Heel Bar Llangefnl	04/02/2026	£ 9.98	Visa Card		
	Alien Roberts gen expenses	06/10/2025	£ 25.18	Chq 200141		
	Amazon Large clock	05/03/2026	£ 32.98	Visa Card		
	Electrician socket & light repairs	23/02/2026	£ 345.25	BACs	Invoice 4290	
Insurance - Public Liability						
Legal and Professional fees	Village hall Fire risk assessment Mon Fire	18/07/2025	£ 420.00	Chq 200139		
Marketing / Advertising/Website						
Refreshments						
Training						
Utilities	DWR Cymru	03/06/2025	£ 68.23	Chq 200137		
	Scottish Power	14/10/2025	£ 483.80	Chq 200140		
	DWR Cymru	22/12/2025	£ 42.00	DD		
	Scottish Power	20/01/2026	£ 521.75	Visa Card		
	DWR Cymru	22/01/2026	£ 42.00	DD		
	Wolseley wood pellets	03/02/2026	£ 350.80	Visa Card		
	DWR Cymru	23/02/2026	£ 42.00	DD		
Employees	Cheque 200136 Jamie Owen 20.5.25	29/05/2025	£ 900.00	Chq 200136	Salary nov 24, Jan 25, Feb 25, Mar 25, April 25, May 25	
	Cheque 200142 Jamie Owen 29.9.26	02/10/2025	£ 600.00	Chq 200142	Salary Jun 25, Jul 25, Aug 25, Sep 25	
	Cash Stermat	03/01/2026	£ 200.00	CASH	Salary Dec 25	
	Cash Stermat	08/02/2026	£ 50.00	CASH	Salary Jan 26	
	Additional hours CC Clerk (no VH committee)	05/06/2025	£ 316.80	chq 200138		
	Cash J Owen 8/12/25	08/12/2025	£ 300.00	Chq 200063	Salary Oct 25, Nov 25	
	Jamie Owen	07/03/2026	£ 50.00	BACs	Salary Feb 26 (Includes £100 Bingo cash)	
	Jamie Owen	07/03/2026	£ 100.00	CASH	Bingo income	

