



## **Aberffraw Village Hall Committee**

**Agenda – Wednesday 14 January 2026, 7.00  
p.m.**

**Venue: Aberffraw Village Hall**

### **1. Welcome and Apologies**

- o Chair's welcome
- o Note apologies

### **2. Minutes of Previous Meeting (20 November 2025)**

- o Accuracy and matters arising

### **3. Review of Action Log from Last Meeting**

- Quick run-through of actions, responsible person and status

### **4. Treasurer's Report, Bank Access & Immediate Priorities**

- Update on HSBC account and online banking access (still waiting – now SS & ES)
- Progress on debit cards (Sara now has card)
- Utilities to move to direct debit once account fully live
- Initial review of income and expenditure position (to be completed once online access approved)

### **5. Charity Commission & Governance**

- o Constitution between Community Council and Village Hall Committee
- o Signing of constitution on behalf of AVH
- o Trustee registrations (currently only KW & ES registered)

### **6. Employment & Compliance – Caretaker/Cleaner Role**

- o Draft contract and job description – Keith / Nerys update
- o PAYE and payroll setup progress

### **7. Health & Safety & Fire Safety**

- o Fire warden training – SSS Learning account and access (Sara to set up)
- o Health & Safety Policy review
- o Any training requirements

### **8. Asset Register, Insurance & Operational Matters**

- o Asset Register – Keith update
- o Insurance policy – confirmation
- o Kitchen clear-out and replacement wish list
- o Old AVH website – progress on removal

## **9. Policies and Documentation**

- Review of core policies circulated 20.11.25
- Committee comments and amendments
- Agree sign-off process and timescale

## **10. Events & Bookings**

### **Christmas Event – Review**

- Logs
- External lights
- Outdoor tree

### **Future Activities**

- Boxing sessions (Chris / Bryan Ibbotson)
- Reiki room booking – May 2026
- Funeral booking 17/1/26

## **11. Warm Spaces / Together Over Winter Project**

- o Progress on £1,500 award
- o Delivery plan and working group update

## **12. Communication & Committee Working**

- Confirmation of up-to-date contact list
- Use of email and WhatsApp for committee business

## **13. External Requests**

- o Community Council request to view 2020/21 accounts
  - Gillian Mahon has been in touch
  - Sara has contacted the Charity Commission to amend 2020/21 accounts to reflect Gillian's figures
  - Awaiting response

## **14. Any Other Business**

## **15. Date and Time of Next Meeting**

- Agree next meeting date, time and venue