

Aberffraw Village Hall Committee

Agenda – Thursday 20 November 2025, 7.00 p.m.

Venue: Aberffraw Village Hall

1. Welcome and Apologies

- Chair's welcome
- Note apologies

2. Minutes of Previous Meeting (8 October 2025)

- Accuracy and matters arising

3. Treasurer's Report, Bank Access & Immediate Priorities

- Update: HSBC account access delayed due to Charity Commission update (now completed)
- Most urgent action: change the HSBC bank mandate so the committee can operate the account
- Immediate payments to be made once the mandate is updated:
 - Water
 - PRS licence
 - Nerys (kitchen items)
 - Wolseley invoice
- Agree a clear financial structure for future bills (who authorises, how and when)
- Then complete an initial review of income and expenditure position

4. Charity Commission & Governance

- Progress updating Charity Commission records- completed 19.11.25
- Registration of individual trustees- only KW & ES currently
- Constitution between Community Council and Village Hall Committee – update following submission to Parish Council

5. Banking Arrangements & Audit

- Progress on changing mandate for HSBC account- SS with Bryan Owen

6. Employment & Compliance – Caretaker/Cleaner Role

- Draft contract and job description- SS to present
- PAYE setup progress [PAYE and payroll for employers: Setting up payroll - GOV.UK](#)

7. Health & Safety, Fire Safety & RAAC

- Fire warden training progress- SSSLearning.co.uk – let SS know who wants access
- Health & Safety review update
- Fire safety review & actions

8. Asset Register, Insurance & Operational Matters

- Asset register – confirmation and updates
- Insurance: confirmation of policy documents- Insured until 30.5.26
- Utilities moved to direct debit – to be completed once bank a/c sorted
- Kitchen equipment/crockery replacement – Nerys' update
- Website review – who and next steps

9. Hall Pricing Structure

- Review and confirm current hire charges for Main Hall and Lower Room
- Application of local/national charity discounts in practice

10. Policies and Documentation

- Review of drafted core policies (Equal Opportunities, Safeguarding, H&S, Fire Safety, Data Protection etc.)
- Committee sign-off process and timescale (needed before grant applications)

11. Events & Bookings

- Feedback on Halloween Half-Term event (including children's food spend)
- Planning for Christmas event – decision based on current finances
- Any new regular or one-off bookings

12. Communication & Committee Working

- Email/contact list – confirmation of up-to-date details for all committee members
- Preferred methods for sharing documents and getting timely responses

13. Review of Action Log from Last Meeting

- Quick run-through of each action, responsible person, and status

14. Any Other Business

15. Date and Time of Next Meeting

- Agree next meeting date, time and venue