



Aberffraw Village Hall Committee

Meeting Minutes

Date: Wednesday 11 March 2026

Venue: Aberffraw Village Hall

1. Welcome and Attendance

Present:

- Keith Woods
- Chris Topps
- Sara Spinks
- Ellie Smith
- Allen Roberts
- Barry Owen

No Apologies: Eric Roberts

2. Approval of Previous Minutes

Allen Roberts proposed that the minutes of the previous meeting be approved.

Seconded by Ellie Smith.

The minutes were agreed as an accurate record and signed by Keith Woods

3. Caretaker Role

Keith confirmed that he had spoken with **the caretaker** regarding the role.

It was agreed that:

- A **formal minuted meeting** is required.
- At least **two committee members** should attend the meeting with the caretaker.
- This meeting should take place **within the next fortnight**.
- The process needs to be handled **formally**.

Action: Sara to set up formal meeting with caretaker before 1/4/26

4. Asset Register

Keith confirmed that the **Asset Register is currently being reviewed**, and he is working through the documentation.

Action: Keith to provide feedback at next meeting

5. Training

Training needs were discussed.

- **Môn Fire** will be visiting the hall and will provide a **quote for training**.
- It was noted that **grant funding may be available** to support this training.

Keith also confirmed he is **happy to undergo further Food Hygiene training** if required.

This training can be provided by SSS Learning Ltd, the company Sara works for.

Action: Sara to liaise with Dan from Mon Fire re visit & quote

6. Booking System

- **Booking forms have now been printed**, with thanks to Keith.
- **Ellie Smith and Sara Spinks** will jointly oversee the **hall booking system** and work together to manage bookings, which is on the GDrive for aberffrawvillagehall@gmail.com

Name of person booking	Booking form completed	Event Date	Times of booking	Cost	Invoice sent	Date Invoice paid
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Action: Ellie & Sara to use the new system- Ellie to complete green sections and Sara, the orange.

7. Website

Sara has contacted **Gillian and Mike Mahon** regarding the website.

It was suggested that **Ellen may assist Sara** in clarifying the link between:

- Aberffraw websites
- The Village Hall Committee

This will help ensure clarity around communication and online information.

Action: Sara awaiting reply from Clerk of Community Council

8. Governance Clarification

Sara reported that she **has not yet had the opportunity to speak with Medrwn Môn** to obtain clarification regarding trustees and governance matters.

Action: Sara to follow this up.

9. Future Direction of the Hall

Sara raised concerns regarding the **financial sustainability of the Village Hall**.

It was noted that:

- The hall is at risk of **financial difficulty** if community use does not increase.
- Some residents may be **reluctant to get involved due to past ill feelings**.

The committee discussed the need for a **fresh start** to encourage wider community involvement and generate income.

It was suggested that **new leadership may help signal this fresh start**.

Keith proposed that **Sara Spinks become the new Chairperson**.

Sara then provided a summary of the **current financial position of the hall**, noting that financial records are comprehensive.

Action: Sara to devise a communication plan and survey for all Aberffraw residents

10. Digital Connectivity

A **grant is available to install Wi-Fi in the hall**.

It was noted that **One Voice Wales indicates this is an expected requirement for community facilities**.

Action: Sara is currently pursuing this opportunity.

11. Policies

The committee confirmed that the **Data Protection Policy has been agreed.**

The **next policy to be proofread and finalised will be the Equal Opportunities Policy.**

Action: Sara to send the Equal Opportunities policy to all for reading before next meeting

12. Easter Fair

Ellie provided an update regarding the **Easter Fair.**

- The **date of the event has changed.**
- The **Sea Watch Foundation has requested the use of the hall.**

Elizabeth Roberts has requested a **risk assessment for the Easter Fair**, and Ellie will provide reassurance regarding this.

Action: Sara will complete this and email to Elizabeth Roberts.

13. Electrical Works

Ellie confirmed that **electrical works have now been completed**, satisfying the requirements of the **Community Council.**

14. Noticeboards

Sara confirmed she now **has the key for the noticeboards**, and **minutes will be displayed publicly.**

Action: Sara to get key for noticeboard cut so more committee members can access

15. Local Information Board

Keith will arrange to **install a “Bro Aberffraw” information board** at the shop

Action: Keith to complete

16. Google Maps Listing

It was noted that **Google Maps currently shows the Village Hall as closed.**

Action: Sara will look into correcting this.

17. Loan of Equipment

Dougie requested permission to **borrow cups and saucers from the hall.**

The committee **agreed to this request.**

18. Boat Removal Contribution

The Community Council raised questions regarding the **boat removal contribution of £500 offered to the Village Hall.**

Keith clarified that:

- The boat removal arrangement was **between himself and Jim Bell.**
- Keith chose to **donate the £500 to the Village Hall as a community contribution.**

It was noted that the Community Council was therefore not in a position to criticise the arrangement.

19. External Governance Matters

No external governance matters were raised.

20. Next Meeting

Wednesday 8 April 2026