



Aberffraw Village Hall Committee

Minutes of Meeting: Wednesday 14 January 2026

Venue: Aberffraw Village Hall

Time: 7.00 pm

1. Present

Ellie Smith
Sara Spinks
John Allen Roberts

2. Apologies

Apologies were received from: Chris Topps

No Apologies received from: Keith Wood, Chubby, Barry Owens

3. Resignations

Glenys has formally resigned from the committee.

It was agreed that Sara would write a letter thanking Glenys for **22 years of service** to Aberffraw Village Hall.

Action:

- Sara to write letter of thanks to Glenys.

4. Minutes of Previous Meeting

The minutes of the previous meeting were **agreed as an accurate record**. Proposed by Ellie and seconded by Allen.

5. Matters Arising

No additional matters arising not covered elsewhere on the agenda.

6. Treasurer's Report & Financial Arrangements

- Sara now has a **debit card** for the Village Hall bank account.
- Applications have been completed for **Sara and Ellie to access online banking**; access is still pending.
- A **direct debit for the water bill** has been set up.
- It was confirmed that **no PRS licence is required**.
- Payments to **caretaker**-new starter form to be completed and PAYE set up ready to go
- that **utilities will move to direct debit** once online banking access is fully in place.
- Sara reported that **good progress is being made** with overall financial arrangements.

7. Constitution & Trustees

- Limited progress has been made on the constitution to date.
- Current trustees were noted as **Ellie, Sara and Keith**.
- It was agreed that it would be preferable to have an **odd number of trustees**.

8. Employment Matters – Caretaker/Cleaner Role

- Sara has completed a **job description** for caretaker
- It was noted that this has **not yet been discussed** with caretaker – **Keith Action**.
- A discussion highlighted confusion around expectations, including whether caretaker should have taken Christmas decorations down.
- This was identified as reinforcing the **need to finalise and agree the job description**.

Action:

- **Keith: Job description to be discussed with caretaker and formally agreed.**

9. Training for Committee Members

Sara noted that there are **many free training courses available** for committee members and encouraged uptake.

Action:

Committee members wanting to take up course offer on Health & Safety, Fire Warden, food hygiene, etc., to contact Sara

10. Asset Register & Insurance

- It was noted that the **asset register has not yet been delivered**. Keith has previously stated he has a copy of this. If not, Allen has volunteered to do another one with help from other committee members.

- The committee expressed that it is **unclear where matters currently stand with the insurance policy.**

Action:

- **Asset register and insurance position to be clarified for the next meeting.**

11. Kitchen Improvements

Claire Ibbotson and Sara have **cleaned the kitchen** and ordered a number of **new items** to improve facilities. Thanks to Clare for her great help.

12. Policies

- Policies have been approved and are largely in place, though some committee members have **not yet read all policies.**
- It was agreed that the most practical approach would be to **review one policy at each meeting**, with the aim of full approval over time.

Action:

- **Sara to create a timeline of policy approval and renewal for each meeting.**

13. Christmas Party

- The Christmas party was reported as a **huge success.**
- It was agreed that **posters should be printed next year** and designed to be **more inclusive**, particularly to encourage older residents to attend.
- Thanks were recorded to **Rachel Jones and other volunteers.**
- Thanks were also given for a **£70 donation** from members of the public and **£300 from Bro Aberffraw Alliance (BAA).**
- Thanks were extended to Keith for organising the **Christmas tree**, with a suggestion that **potted firs** could be considered in future years.

14. Hall Use Requests

- A request was received from **Sam Griffiths** to use the hall in **May and July** for retreats (fromheulog).

15. Website

It was noted that the **Village Hall website needs updating or replacing.**

16. Warm Spaces Programme

- £1,500 funding has been received from **Medrwn Môn.**
- £250 allocated to **Nia** for exercise sessions.
- £80 spent at **Asda** on items (including bowls).

- Thanks were recorded to **Clare** for providing homemade soup.
- Sara advised that she is unable to attend sessions on **28 January** and **25 February**.
- Delivery plan:
 - 12-week programme
 - 8 exercise sessions with Nia
 - 4 sessions of art with Liz Toole
 - Activities to include **dancing, baking and crafts**
- Sara proposed purchasing a **boombox** to support activities.
- Allen and Sara have distributed **leaflets**.

Action:

- Cover needed to run the sessions on 28th Jan & 25th Feb

17. External Requests

- Gillian Mahon/Gaynor requested to see the **accounts**, believing there may be discrepancies during the Covid period.
- Sara confirmed that a **plan of action is already in place** to address this. She has contact Charities Commission to ask for change for year 202/21 reported accounts to align with Gillian's report.

18. Date of Next Meeting

Wednesday 11 February 2026 7pm