



Aberffraw Village Hall Committee

Meeting Minutes

Date: Wednesday 18 February 2026

Time: 5:00pm

Venue: Aberffraw Village Hall

1. Welcome and Apologies

The Chair welcomed everyone to the meeting.

Present:

Sara Spinks

Keith Woods

Barry Owen

Allen Roberts

Ellie Smith

Apologies:

Chris Topps

No Apologies:

Eric (Chubby)

2. Minutes of Previous Meeting (14 January 2026)

The minutes of the previous meeting were agreed as an accurate record.

Proposed: Ellie Smith

Seconded: Keith Woods

3. Review of Action Log / Matters Arising

- **Letter of Thanks**
Sara confirmed that a letter and card of thanks had been written and delivered to Glenys.
- **Job Description**
Sara & Allen to speak with Caretaker regarding the draft job description and completion of PAYE
- **Asset Register**
The asset register has not yet been finalised. Keith will bring the register to the next meeting for review.
- **Policy Approval Timeline**
Sara confirmed that a formal timeline for policy approval and review is now in place.
- **Warm Spaces**
Warm Spaces sessions continue to run successfully with a regular attendance of approximately 10–12 people. The committee recorded sincere thanks to Claire, Tracy and Jess for their continued support and commitment.
- **Booking Forms**
Ellie raised concerns regarding occasions where booking forms are not completed. Ellie will complete forms where necessary. Ellie will send completed forms to Sara for invoicing. Keith has printed copies for use in post office.

4. Treasurer’s Report & Financial Update

- Online banking access is now fully operational.
- Sara has tracked income and expenditure back to 1 April 2025 and a comprehensive financial spreadsheet is now in place.
- Utilities direct debits have been established with Scottish Power and Welsh Water.
- A standing order for caretaker payments will be set up once PAYE arrangements are in place.

Financial Position (as at 16 February 2026):

Charitable Account (40-30-14 711612210)

Expenditure 1.4.25- 16.2.26	£5548.55 (Includes £800.09 Warm Space)
Income 1.4.25- 16.2.26	£4216.20 (includes £1500 Warm Spaces Grant)
Balance in a/c 16.2.26	£3253.26

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 16.2.26	£2493.37

Accounts currently indicate an overall end-of-year loss position.

5. Training for Committee Members

Committee members were reminded to inform Sara of any training requirements, including Food Hygiene, Health & Safety or Fire Warden training, so uptake of available free training opportunities can be coordinated.

6. Asset Register, Insurance & Operational Matters

- **Asset Register:** Outstanding — to be presented at next meeting.
- **Insurance:** Insurance arrangements confirmed as in place, with documentation to be retained within governance records.
- **Website:** Sara will contact Gillian Mahon regarding responsibility for the website and potential removal or replacement if required.

Kitchen Improvements

Warm Spaces funding has enabled the purchase of:

- New tea urn
- Large stock pot
- A-frame sign
- Boom box speaker
- New crockery and consumables

The committee formally thanked **Claire, Tracy and Jess** for their work supporting Warm Spaces- their help has been invaluable.

7. Policies and Documentation

- A governance policy approval timeline is now in operation.
- **Code of Conduct** reviewed and agreed as clear and comprehensive.
- All committee members agreed to sign the Code of Conduct.
- Sara will print copies of the final page and distribute them to each member for signing at the next meeting. These will then be filed.
- Next policy scheduled for development: **Data Protection Policy.**

8. Hall Use Requests & Bookings (Ellie's Report)

Regular events continue successfully.

Recent and additional bookings include:

- Funerals
- Election use
- Weekend retreat

Updated booking forms have been printed by Keith.

9. External Requests and Governance Matters

- Historic financial figures queried by Gillian Mahon during the COVID period have been corrected at Charity Commission.
- Sara confirmed she has contacted the Charity Commission to align the 2020/21 accounts with previously submitted figures;
- Trustees are now formally recorded with the Charity Commission as:
 - Keith Woods
 - Ellie Smith
 - Sara Spinks
- Ongoing clarification is required regarding trustee arrangements and the Community Council. Sara will seek guidance from Medrwn Môn.
- The Community Council submitted questions regarding the Village Hall; Sara has responded.

10. Any Other Business

- £500 approved for removal and disposal of a boat; remaining funds used for pellets.
- Môn CF have expressed interest in using the hall for adult learning provision.
- Disappointment was noted regarding the limited support for the recent Community Transport meeting held by Br Aberffraw Alliance CIC.

11. Date of Next Meeting

Wednesday 11 March 2026 – 7:00pm