

Aberffraw Village Hall Committee

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

Venue: Aberffraw Village Hall

1. Welcome and Apologies

- Chair's welcome
- Note apologies- Nerys, John Allen, Chubby, Glenys
- Present: Keith Woods, Chris Topps, Barry Owen, Ellie Smith,

2. Minutes of Previous Meeting (8 October 2025)

- Accuracy and matters arising- pellets were of the wrong density, so we needed some more. Currently, some pellets, but there is an urgent need to order more. Proposal: SS to order more from own account and be repaid when bank account can be accessed.
- Action: SS to send email to KW explaining the Christmas event and being open to all
- Proposed: Ellie , Seconded: Chris Topps

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

- Update: HSBC account access delayed due to Charity Commission update (now completed)- completed and fully up to date. Sara is now the main contact for Charities Commission.
- Most urgent action: change the HSBC bank mandate so the committee can operate the account. All completed 20th Nov. Sara will make contact with HSBC via Bryan to set up online banking and get a couple of debit cards
- Immediate payments to be made once the mandate is updated:
 - Water
 - PRS licence
 - Caretaker
 - Wolseley invoice
- Agree a clear financial structure for future bills (who authorises, how and when) Proposed that once bank account is active, Sara has permission to pay bills. – proposed Keith/ seconded Barry.
- When complete, Sara will undertake 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. This will be reviewed at a future date when more committee members are present.
- Constitution between Community Council and Village Hall Committee – update following submission to Parish Council. **Action: Keith to make contact with Elen & Bryan, sign a copy on behalf of AVH as agreed in meeting 8.10.25**

5. Banking Arrangements & Audit

- Progress on changing mandate for HSBC account- This has been completed, now process of setting up online banking- Sara with Bryan Owen
- 6. Employment & Compliance – Caretaker/Cleaner Role**
- Draft contract and job description. **Action: KW to present to Caretaker and suggest any amendments**
 - PAYE setup in 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. **Action: Sara to set up account for AVH and give Keith access**
 - Health & Safety review update, **Action: Keith to review policy and complete the H&S course if necessary**
 - Fire safety review & actions. Full fire safety review was completed through the community council summer 25.
- 8. Asset Register, Insurance & Operational Matters**
- Asset register – confirmation and updates. **Action: Keith has this and will give to Sara**
 - Insurance: confirmation of policy documents- Insured until 30.5.26 **Action: Ellie to ask Elen to send through a copy of the insurance policy for AVH group to check it fully meets**
 - Utilities moved to direct debit – to be completed once bank a/c sorted
 - Kitchen equipment/crockery replacement – Caretaker update. **Action: Sara to work with Nerys to have a clear out and make a wish list of new items to get**
 - Website review – who and next steps **Action: remove the old one- Sara to find out how**
- 9. Hall Pricing Structure**
- Review and confirm current hire charges for Main Hall and Lower Room- the pricing structure as on the event booking form will remain until end of financial year- review again next April 2026
- 10. Policies and Documentation**
- Review of drafted core policies (Equal Opportunities, Safeguarding, H&S, Fire Safety, Data Protection etc.)
- Action: Sara to resend all policies to all AVH members.**
- Action: All committee members to read before next meeting and bring thoughts to next meeting**
- Committee sign-off process and timescale (needed before grant applications)
- 11. Events & Bookings**

- Feedback on Halloween Half-Term event (including children's food spend)- 20 children attended, though 35 had signed up. Ellie has contacted Richard from Menter Mon to thank him and ask for more feedback, yet to hear from him. Thanks to Keith and Spar for the food donation (approx. £45)
- Planning for Christmas event – Christmas fayre: 6th Dec 3pm-5pm – group of residents volunteering to run. Budget £300 from Bro Aberffraw Alliance.

Action: Can Keith get logs to the hall asap

Action: Allen to check if the Christmas outside lights on the building are working

Action: Keith to get the outdoor Christmas tree.

Fridge in hall – do we need it? **Action: Keith to ask Caretaker**

- Query re boxing – equipment is now stored at the Football club. **Action: Chris to talk with Bryan Ibbotson whether he would be interested in starting this again.**
- Any new regular or one-off bookings:

Ei'n Hanes ni – being filmed 13th Dec

Invoices: **Action: Sara to do- 21.11.25**

- SSS Learning Ltd – filmed in hall
- Reiki room – Booking May 26 (See email from Ellie)

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- best method to email and then alert to all by What's App

13. Review of Action Log from Last Meeting

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

14. Any Other Business

- Email received from clerk of Community Council, Elen, to Ellie, as a community councillor, asking that Gaynor Griffiths given access to see the accounts for year 2020/2021. **Action: Keith has requested that Elen email him, as Chair of AVH and he will respond accordingly.**
- Bro Aberffraw App- Sara explained the App and how it will positively impact AVH

- Funding update: Sara explained the current grant bids in progress for Bro Aberffraw: St David's day and Perthyn.
- Keith explained about a possible boxing event at AVH by Ricky Gorman, North Wales Boxer, of which 50% of proceeds would be gifted to AVH.
- Dougie stated need for CCTV at the hall – Keith confirmed this is in place
- New defibrillator will be located outside the post office, and there needs to be rota of it being checked. Add to next meeting agenda
- Warm spaces award - £1500. Working Group: Sara, Ellie, Nia, Nerys

15. Date and Time of Next Meeting: Wed 14th Jan 2026 7pm