



Aberffraw Village Hall Committee

Meeting Minutes

Date: Wednesday 8 April 2026

Time: 6.30pm

Venue: Aberffraw Village Hall

1. Present

- Sara Spinks (Chair)
- Chris Topps
- Nerys Owen
- Allen Roberts
- Keith Woods
- Ellie Smith

Apologies: Barry Owen

2. Welcome

The Chair welcomed everyone to the meeting.

3. Declarations of Interest

Nerys Owen declared an interest in relation to the **Toilet project**, which will be formally discussed at a later date.

4. Approval of Previous Minutes

Chris Topps proposed that the minutes of the previous meeting were a correct record. Seconded by Allen Roberts. Signed by Sara Spinks and filed.

5. Caretaker Role

It was agreed that **Nerys Owen** will meet with **Jamie, Sara**, and one additional trustee, Chris Topps, on **Monday 13 April at 11.00am** to discuss the caretaker role.

6. Asset Register

The asset register is in progress. **ACTION: Keith to bring to next meeting**

7. Training

Nothing to report

8. Hall Capacity

Sara proposed measuring the capacity of the hall (and other spaces) to support bookings and business use.

Capacity identified:

- 80 seated
- 120 standing

9. Booking System

Ellie reported that enquiries have been received.

Ellie and Sara confirmed they are happy with the booking system arrangements.

10. Website and Online Information

Sara has contacted the Clerk for Aberffraw Community Council, Elen, regarding the website, but has not yet received a response.

ACTION: Sara will follow up.- waiting for a response

11. Governance Clarification

A meeting has been arranged with **Medrwn Môn** (Stacey) to clarify governance arrangements. **ACTION: Sara to report back at next meeting-**

12. Digital Connectivity

The need for **WiFi/broadband** was discussed.

Grant funding may be available, and Sara will pursue options.

ACTION: Sara to explore grants available- all grants closed until after elections

13. Policies

The committee reviewed the **Equal Opportunities Policy**.

The policy was agreed and adopted on **8 April 2026**.

Sara to sign the policy.

Next policy for review:

- Ethical and Environmental Policy

14. Easter Fair

The Easter Fair was considered successful.

Sara confirmed that the Risk Assessment and Safeguarding policy had been completed and shared with Elizabeth Roberts.

Chris raised concerns regarding the location of the football raffle at the Church Fair and noted some mixed feedback.

15. Noticeboards and Information Boards

Sara has arranged for two keys to be cut:

- One key to be held in the village shop
- One key to be retained by Sara

Ellie holds a key.

ACTION: Sara to inform Clerk of Community Council that a key is available via the shop. Email sent 12.5.26 to Elen & Bryan Owen (Chair)

ACTION: Keith has ordered Perspex for the local information board.

16. Google Maps Listing

Google Maps listing has been updated and Village Hall no longer is shown as closed.

17. Funding Application

1. Sara confirmed an application has been submitted to **Celyn / Essential Fund** for **£5,000**.

Committee members have received a copy of the application.

2. A quote from **North Wales Fire Service (Môn Fire)** is in place.

Sara confirmed that a grant application will be submitted to support the cost (just under £6,000). **ACTION: Sara to seek grant application for this work (Communities Facilities Programme)**

18. Strategic Development Plan

Sara circulated the draft master plan.

Committee members noted that the hall is currently vulnerable, but there is significant scope for development.

Sara will begin gathering community feedback to identify priorities.

Keith noted that WiFi is particularly important for young people.
Potential income-generating activities discussed included pet-related activities.

ACTION: Sara to create a timescale action plan and begin to implement, once heard from Cymdeithas about the grant. Still not heard

19. Activities and Use of the Hall

Ideas discussed:

- Choir / singing group (Chris)
- Toddler group (Ellie)

Keith noted that Wi-Fi is a crucial element for the future

Ellie suggested boxing could be considered as a potential activity in the future, subject to appropriate policies and procedures.

20. Launch Event

The committee agreed there is an opportunity to relaunch the hall more visibly and ambitiously. This will be combined with the AGM

ACTION: Sara to do the AGM notices and paperwork- will do this with Stacey

Provisional date suggested:

Wednesday 10 June 2026

21. Finance Update

Sara provided a financial update.

Current position:

- Approximately £4,400 in reserves
- No reserves policy currently in place
- Current position not considered sustainable

22. Health and Safety / Access

There is currently only one main access route.
Fire door accessibility and emergency entrance arrangements need to be reviewed.

ACTION: Keith to explore making one of the fire doors accessible from the outside

A **key amnesty** is required to ensure accurate records of key holders.

ACTION: Sara to create a keyholder list

Keith has relevant security experience and is willing to assist.

23. Flower Show Committee Relationship

Chris will contact Terry Flower regarding:

- Access to the JOW room key (historically held by Allen)
- Clarification regarding Flower Show finances
- Wider relationship with the Flower Show Committee

ACTION: Chris to feedback to committee at next meeting following contact with Terry

24. Expenditure

Keith purchased wood pellets for the boiler (£242).
Payment was made from the boat balance.

Sara offered reimbursement; Keith declined.

The committee formally thanked Keith.

25. Public Toilets

Public toilet arrangements to be discussed with the Community Council.

ACTION: Ellie to take this to Community Council for discussion as currently no public toilets available in Bro Aberffraw area.

26. Any Other Business

Further work required on measuring hall capacity and developing future opportunities.

Sara thanked Keith for repairing doors.

27. Date of Next Meeting

Wednesday 13 May 2026, 6.30pm