Aberffraw Village Hall Committee Meeting

Wednesday 13th May 2026 – 6.30pm

Present

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

Apologies

- Keith Woods (no apologies received)

---

1. Welcome

Sara welcomed everyone to the meeting.

Sara commented on the continued absence of "Chubby" (Eric Roberts), despite initially being appointed Vice Chair. Sara stated that she would email Eric to explain that, in such circumstances, he could no longer expect to remain part of the committee.
ACTION: Sara to contact Eric to remove from committee

---

2. Minutes of Previous Meeting

The minutes of the previous meeting were approved by Ellie Smith and seconded by Barry Owen.

---

3. Matters Arising

3.1 Caretaker Role

Sara reported that a meeting had taken place between committee members, Nerys and Jamie regarding the caretaker role. The role and responsibilities had been discussed, the job description had been accepted, and all regulatory requirements had been met.

Sara checked as to whether the Committee had to register for PAYE – no need.

Sara reminded Nerys and Jamie that timesheets still needed to be completed.

ACTION: Caretaker to complete timesheets

3.2 Asset Register

Deferred until the next meeting due to Keith not being present. **ACTION:** Keith to bring to next meeting

3.3 Website and Online Information

Sara raised the issue of uploading minutes to the website and sought guidance on how this should be done.

Later in the meeting, Elen from the Community Council contacted Sara to explain the process. The committee now has guidance from Elen regarding how minutes should be published online. **ACTION:** Sara to email Neil - support@angleseycomputersolutions.co.uk

3.4 Governance Clarification

The committee discussed the need for clarification and guidance regarding the interpretation of older governance documentation connected to the Village Hall.

Sara advised that she was liaising with Stacy from Medrwn Môn, who would provide advice regarding governance structures.

ACTION: Sara to meet Stacey 18/5/26

3.5 Digital Connectivity

Sara reported that she was focusing on grant applications to secure WiFi connectivity for the Village Hall.

Ellie was assisting with updating the existing website. Sara noted that her daughter, who is a software engineer, may also be able to assist.

3.6 Noticeboards and Information Boards

It was confirmed that the key for the noticeboard is being kept at the village shop. Sara confirmed that she has had a copy of the key cut.

ACTION: Sara to drop key at shop

3.7 Funding Applications

Sara confirmed that she had applied for the Essential Fund for £5,000.

Sara also reported that she was pursuing the Community Facilities Programme funding.

As part of future grant applications, Sara stated that she wished to identify and record strategic partners, including:

- Nia Roberts (Fitness Classes)
- Flower Show Committee
- Community Council
- Medrwn Môn

3.8 Strategic Development Plan

No significant progress had yet been made on the Strategic Development Plan.

The committee discussed that the plan represented a long-term vision and ambitious direction for the Hall. Chris commented that it would be a gradual process to bring the vision into reality.

ACTION: Sara to create bi-lingual survey

3.9 AGM Relaunch

The AGM relaunch, originally planned for 10th June, was moved to Wednesday 8th July 2026 to allow additional preparation time.

3.10 Health and Safety

Keith Woods was noted as taking the lead on health and safety matters due to his security experience, although he was not present at the meeting.

3.11 Flower Show Committee Relationship

Chris reported that he had spoken with Hilary and Terry regarding the relationship between the Flower Show Committee and the Village Hall.

The discussions included matters relating to keys and general maintenance. Chris stated that he did not currently have a key to the Hall, despite Allen believing that one had previously been provided.

The issue of payment for use of the Village Hall by the Flower Show Committee was also discussed. Chris reported that the fee remained negotiable at this stage and no fixed payment had yet been agreed.

There was a general feeling amongst committee members that the Flower Show Committee's financial contribution towards the Village Hall had been disappointing, particularly given the level of funds available to the Flower Show Committee.

Sara thanked Chris for liaising with the Flower Show Committee.

3.12 Public Toilets

Ellie reported that the matter of the public toilets had been raised at a recent Community Council meeting.

There appeared to be a consensus that the current charging/payment system was not workable and that improved management arrangements were needed.

The committee discussed concerns regarding vandalism and the ongoing management of the toilets. Sara expressed concern that Aberffraw currently has no accessible public toilet provision despite being a tourist destination.

Chris questioned why the County Council could not manage the toilets directly, particularly in light of increasing council tax costs.

ACTION: Sara confirmed that she would raise the matter further with Anglesey County Council.

---

4. Policies

4.1 Ethical and Environmental Policy

The Ethical and Environmental Policy was approved.

4.2 Finance Policy

The next policy to be reviewed by committee members would be the Finance Policy. Sara confirmed that copies would be circulated electronically.

---

5. Hall Activities and Future Use

The committee discussed encouraging Aberffraw residents to complete a community survey in order to identify the types of activities and events people would like to see taking place at the Hall.

Possible future activities previously discussed included:

- Choir / singing group
- Fitness classes

Nia Roberts expressed interest in using the Village Hall as a main base for fitness activities if suitable facilities could be put in place.

To support this development, Sara had purchased rubber matting. The committee agreed that Sara should be reimbursed for the purchase.

ACTION: Sara to create bi-lingual survey

---

6. Finance Update

The committee confirmed that clarification had now been obtained regarding the Hall's finances following the setting up of direct debits and related arrangements.

Sara advised that full financial details had already been included within the agenda papers.

Financial Report (1 April 2025 – 13 May 2026)

Charitable Account

(Account No: 40-30-14 / 711612210)

- Expenditure: £7,653.28
  (includes £1,455.42 Warm Space expenditure)
- Income: £4,973.20
  (includes £1,500 Warm Spaces Grant and £50 donation from Bro Aberffraw Alliance CIC for use of hall for Public Consultation)
- Previous balance: £1,933.07
- Current balance (13.5.26): £1,870.53

Savings Account

(BMM Savings Account: 40-30-14 / 13663604)

- Expenditure: £0
- Income: £0
- Current balance (13.5.26): £2,501.94

The issue regarding wood pellets supplied by Keith Woods, using funds previously allocated for the removal of the boat from the river, had now been resolved.

Allen had delivered the relevant receipts from the Plumb Centre in Gaerwen, and the committee thanked him for this.

---

7. Bookings Update

Ellie provided an update regarding current bookings and confirmed that there were no significant complications at present.

It was noted that the Church may wish to use the Village Hall while works are being undertaken at the Church building. Ellie agreed to discuss this further with Reverend Elizabeth Roberts.

Ellie and Sara were working together to establish a colour-coded booking system.

Some confusion had arisen regarding recent bookings, although Ellie confirmed that the issue had now been addressed. It was acknowledged that some confusion had resulted from incomplete chasing of information.

Sara stated that the Church could use the Hall free of charge, provided that heating was not required.

---

8. Date of Next Meeting

The next meeting will take place at 6.30pm on Wednesday 10th June 2026