



## **Aberffraw Village Hall Committee Meeting Minutes**

**Date:** Wednesday 10 June 2026

**Venue:** Aberffraw Village Hall

**Chair:** Sara Spinks

### **Present**

- Chris Topps
- Barry Owen
- John Allen Roberts
- Sara Spinks (Chair)

### **Apologies**

- Ellie Smith

### **Absent without apologies**

- Keith Woods

## **1. Minutes of the Previous Meeting**

The minutes of the previous meeting 13.5.26 were approved.

**Proposed:** Chris Topps

**Seconded:** Barry Owen

## **2. Matters Arising**

### **Caretaker Role**

Some outstanding matters relating to the caretaker role remain unresolved, including:

- Timesheets
- Lone working arrangements

**Action:** Sara Spinks and Allen Roberts to discuss these matters with Caretaker.

### **3. Asset Register**

Keith Woods was unavailable to provide an update.

Given Keith's absence from the previous two meetings without apologies, the committee agreed that a new Asset Register should be created from the beginning to ensure an accurate record of all Village Hall assets.

**Action:** New Asset Register to be started.

### **4. Policy approval**

The committee approved the Finance Policy. Next policy to review Safeguarding and Child Protection policy.

### **5. Website**

Sara reported that:

- Historical committee minutes have now been organised, published and backdated where appropriate.
- Neil (Cyber Assistant) will receive further documentation from Sara for uploading to the website.

**Action:** Sara to forward the remaining documentation to Neil.

### **6. Governance**

Sara updated the committee on progress with reviewing the Village Hall Constitution.

She has been working with Stacey from Medrwn Môn to draft a modern constitution, replacing the existing constitution, which is significantly outdated and requires substantial revision.

The revised constitution will be circulated to committee members before being discussed at the next committee meeting.

**Action:** Sara to circulate the draft constitution.

## 7. Wi-Fi for the Village Hall

Sara advised that she continues to pursue grant funding to install Wi-Fi within the Village Hall.

Progress has been slower than anticipated as other priority matters have taken precedence.

## 8. Key Arrangements

Sara advised that she has not yet had an opportunity to arrange key access through the Village Shop.

**Action:** Sara to progress key arrangements.

## 9. Funding Applications

Sara reported that:

- A **£5,000 grant** has been approved and funds are expected to be received shortly.
- An application has also been submitted to the **Welsh Church Fund** for **£2,500** towards the remaining funding required for the Village Hall fire safety project.

The committee welcomed the progress being made in securing external funding.

## 10. Community Facilities Programme

Sara advised that she has been liaising with Celyn regarding future funding opportunities.

Initial discussions suggest that, once fire safety improvements have been completed, Aberffraw Village Hall could become eligible for a significant Community Facilities Programme grant to support wider improvements.

To prepare for a future application, quotations from local builders will be required.

### **Actions**

- Sara and Celyn to continue developing the funding proposal.

- Allen Roberts and Chris Topps to obtain quotations from local builders.

## **11. Strategic Partnerships**

No significant progress was reported as current priorities remain focused on governance, funding and fire safety.

## **12. Health and Safety**

Keith Woods was unavailable to provide an update.

The Chair advised that an independent Health and Safety audit would now be explored to ensure progress continues.

**Action:** Sara to investigate arranging a Health and Safety audit.

## **13. Flower Show**

The committee discussed arrangements for the annual Flower Show.

It was agreed that:

- The Flower Show Committee will now be charged for use of the Village Hall.
- A preferential community rate will apply.
- An invoice will be issued for the forthcoming Flower Show in August.
- The Flower Show Committee will also be made aware of the Village Hall booking system.

**Action:** Sara to issue an invoice and provide booking information.

## **14. Public Toilets**

Sara updated members following discussions with County Councillor John Ifan Jones and other local representatives regarding the ongoing closure of public toilets.

The seriousness of the issue has been recognised.

Bro Aberffraw Alliance continues to work towards finding a solution for the Newborough public toilets, and it is hoped that the wider public toilet provision, including Aberffraw, can be considered as part of this work.

## **15. Annual General Meeting**

Sara confirmed that preparations for the AGM are progressing well.

Work completed includes:

- Production of promotional posters.
- Preparation of the Chair's Annual Report.
- Preparation of the Treasurer's Report.
- Sign-in sheets and AGM documentation.

An invitation will be extended to encourage new members to join the Village Hall Committee.

Chris suggested a small amendment to the AGM documentation, which Sara agreed to incorporate.

## **16. Finance**

Sara reported that:

- Su Pearson will be contacted to sign off the annual accounts.
- Financial updates were presented to the committee.
- Community surveys have been produced to gather local views on future Village Hall activities.
- AGM publicity will be displayed around the village, including at the café.
- Survey forms should be distributed as soon as possible.
- Committee members received copies of financial information for review.

### **Actions**

- Sara to contact Su Pearson.
- Committee members to assist with distribution of AGM publicity and surveys.

## **17. Bookings**

There were no concerns regarding current bookings.

However, the committee agreed that increasing bookings remains a priority in order to generate additional income for the Village Hall.

## 18. Any Other Business

### Council Tax

A Council Tax bill had been received in an incorrect name.

**Action:** Sara to contact the Council to arrange for the records to be updated.

### Insurance

The committee noted that the Village Hall insurance has been renewed.

## 19. Date of Next Meeting

### Annual General Meeting

**Wednesday 8 July 2026**

**6.30 pm**

**Aberffraw Village Hall**

### Action Summary

| Action                                                        | Responsible                 |
|---------------------------------------------------------------|-----------------------------|
| Discuss caretaker timesheets and lone working with Caretaker  | Sara Spinks & Allen Roberts |
| Begin new Asset Register                                      | Committee                   |
| Send remaining website documents to Neil                      | Sara Spinks                 |
| Circulate draft Constitution                                  | Sara Spinks                 |
| Progress Village Hall key arrangements                        | Sara Spinks                 |
| Continue Community Facilities Programme discussions           | Sara Spinks & Celyn Edwards |
| Obtain quotations from local builders                         | Allen Roberts & Chris Topps |
| Arrange Health & Safety audit                                 | Sara Spinks                 |
| Invoice Flower Show Committee and provide booking information | Sara Spinks                 |
| Contact Su Pearson regarding sign-off of accounts             | Sara Spinks                 |
| Distribute AGM publicity and community surveys                | Committee                   |
| Contact Council regarding Council Tax records                 | Sara Spinks                 |