



Aberffraw Village Hall Minutes

14 October 2026

Present

Sara Spinks
Keith Wood
Allen Roberts
Ellie Smith
Gail Russell
Barry Owen

Apologies

Chris Topps
Bryan Owen
Nia Roberts

- Nil Declarations of Interest
- Minutes – copies on the table and sent via WhatsApp. Proposed by Keith Woods and seconded by Ellie Smith
- Church funds – error should be £2,500.00

Matters Arising – Outstanding Actions

- **Lone Working Policy** – to be signed and on wall and one to Nerys.
- **Asset Register** – Keith has one and will bring it to Sara (needs updating as new items and some also no longer in situ).
- **Keys and Locks** – Sara now has four notice board keys (No 2 for Ellie); Nia to have one (No 4). There are three spare JOW room keys. Keith to take a full set of keys (as the Postmaster as done historically – all number 3's). Sara has set of master keys. Nerys has full set also.
- Post box now in situ and Sara has the key.

- **Annual Accounts.** Sara to see Sue Pearson – not a full audit but just an independent review. No need for auditing given level of money.
- **Approved Policy** – each time approved; Sara sends to be put on the website. New review will start in February. **Action:** Sara to look at the vaping policy.
- **Activities and Events Sub-Committee** – to discuss.
- **Community Noticeboard** – Bryan to update but not present (must come from Community Council); consider next to bus stop but need agreement. **Action:** Sara to liaise with Bryan

Governance and Policy

- All agree to Lone Policy and therefore be signed off.

Finance and Sustainability

- Using Xero as accounting package; Sara discussed the benefit.
- Sara moved £2,000 from savings into main Charitable account to pay for the fire system. VAT needs to be reclaimed. As an alternative, the Community Council can claim. Sara wants to register with HMRC. **Action:** Sara registering AVH with HMRC
- Printer items purchased and key purchases and £404.00 on pellets.
- Now with Octopus electricity.

Grants and Funding

- £2,500 in from the Welsh Church Fund
- DTA/ EGIN (Development Trust for Wales – deal with charity and Social Enterprise.
- Free membership 1:1 with DTA (as Sara is doing a talk). Keen for grants to include the park.
- EGIN - £35,000.00 grant – solar panels, flooring, JOW room.
- Prior to this, National Lottery and Community Facilities Programme grant applications for all the work to be undertaken. Quotes needed (suggestions made by Keith).
- Beehive – bid to them for £2,409.00 for bilingual website (Sara had a quote).
- Tried to get funding to employ a Centre Manager from The Fore for one day a week (bilingual) but was not successful.
- Sara applied for £700.00 for a Christmas meal (65+).
- Applied for £500.00 for Warm Spaces (Council).

Building, Health and Safety Improvement Works

- Asbestos – printed copy to be available in AVH.

- Fire Alarm – all ready and awaiting full installation, but need the false ceiling in the men's toilet and boiler room as it is coming down and contains asbestos. Needs to be addressed ASAP. Some outside issues but not a priority.
- Wi-Fi now in situ in AVH. **Action:** Sara to purchase a TP-Link device to extend WiFi to JOW room.
- Solar quote in to include 2 electric charging points.
- **Action** – Sara to send Keith the solar quote
- £26,5200.00 for current quote (EGIN grant application for £35,000.00)
- Energy survey next week - £1,000.00; must have this to get into EGIN but can claim back from the grant.
- No need to pay Môn Fire yet.
- Keith explained the need for a control unit on any solar system

Cleaning and Caretaking

- Need to have a good clean and clear of AVH – do a few – will put on WhatsApp group to see who can assist.
- Need to know what we have.
- Sara contacted a deep clean company but too expensive; no available funds at present. Clare Ibbotson has offered services (done a deep clean with Sara in the past).
- Sara produced a document for a cleaning checklist. **Action:** Sara to discuss with Nerys.
- Stock inventory and replenishment in place to avoid things running out; **Action:** Sara to discuss with Nerys.
- As get busier, need to review caretaking and cleaning arrangements to ensure there is an acceptable standard.

Activities, Event and Hall Use

- **Subcommittee** – discussed the headings
- **Music Night.** Keith – how to attract and let people know what is happening – signage etc.
- Only eight sold in the shop for the Music Night.
- Need to get the posters up.
- Keith discussed re: sponsorship from a business
- ?? newsletter as and when required – possibly three per annum.
- Hand delivered in Rhosneigr.
- Sara to send to Sarah.
- Hugh from Joiners to sell at the Medra and Joiners.
- Keith to find out how many sold.
- Ellie to share too.
- Keith to send to Rhosneigr Holiday Lettings.
- **Action** – Sara to contact Bryan.
- **On the 23/10/2026** – needs to set up on the day; aiming for 11:00 hours.
- **Action** - Keith to look at Spar donation.

- **MAD Sound and Lighting**- sorted the amp and cables and speakers. Middle set of lights 'gone' and MAD cannot do them. **Action –** Sara to contact Osian Holland.
- **Action:** Keith to bring Heineken Glasses.
- **Reiki Room Booked** 16-18 October.

Volunteers and Community Support

- To be discussed next meeting.

Hall Marketing and Communications

- To be discussed next meeting

Public Toilets

- To be discussed next meeting

New Business

AOB

Review of Actions

Date of Next Meeting

- **11 November 2026**