



ABERFFRAW VILLAGE HALL COMMITTEE

Minutes of the Committee Meeting

Date: Wednesday 9 September 2026

Time: 6.30 pm – 8.30 pm

Venue: Aberffraw Village Hall

1. Welcome and Apologies

Present: Sara Spinks, Chris Topps, Ellie Smith, Barry Owen, Bryan Owen and Gail Russell.

Apologies: John Allen Roberts, Nia Roberts and Keith Wood.

Sara welcomed members to the meeting, particularly the new Committee members.

2. Declarations of Interest

No declarations of interest were made.

3. Minutes of Previous Meetings

The minutes of the Committee Meeting held on **10 June 2026** were accepted as a true and accurate record.

Proposed: Bryan Owen

Seconded: Barry Owen

The minutes of the **Annual General Meeting held on 8 July 2026** were accepted and approved.

Proposed: Ellie Smith

Seconded: Bryan Owen

4. Matters Arising and Outstanding Actions

Caretaker timesheets and lone working: Timesheets are now being completed. It was agreed that a formal Lone Working Policy is required.

Action: Sara to draft a Lone Working Policy.

Asset Register: The Asset Register requires updating.

Action: Chris, Barry and Sara to meet to complete a new Asset Register.

Keys: An additional key is required for the JOW Room. Currently, only Chris and Nerys hold keys. An additional noticeboard key is also required, with the original to be returned to Ellie. The lock on the back office door also requires changing.

Action: Sara to obtain the JOW Room key from Nerys and arrange for a copy to be cut in Llangefni; arrange for a noticeboard key to be copied; and arrange for the back office door lock to be changed.

Annual Accounts: It was confirmed that, given the size of the charity, an audit is not required. The accounts will nevertheless be independently reviewed.

Action: Sara to take the accounts to Su Pearson for review.

The Committee noted that **Xero accounting software** is now being used and approved its use.

5. Committee Roles and Responsibilities

The current Committee membership was confirmed as:

Sara Spinks, Keith Wood, Chris Topps, Barry Owen, John Allen Roberts, Ellie Smith, Gail Russell, Nia Roberts and Bryan Owen.

Following the AGM, the Committee unanimously elected the following officers:

Chair: Sara Spinks

Vice Chair: Gail Russell

Treasurer: Sara Spinks

Secretary: Gail Russell

An **Activities and Events Sub-Committee** was established, with proposed membership of Sara, Ellie, Gail and Nia, subject to confirmation.

Action: Sara to arrange a meeting of the Activities and Events Sub-Committee before the October Committee meeting.

Communications and publicity will initially sit within this sub-committee. Responsibility for volunteers and facilities/maintenance will be considered at the next meeting.

Sara will continue to lead on **funding and grants**.

6. Governance and Constitution

The Committee noted that the new Constitution had been submitted to and accepted by the Charity Commission. Copies had been circulated to all Committee members.

The Committee **formally approved the new Constitution**.

Trustee arrangements remain unchanged, and the Committee confirmed that the required governance arrangements are now in place.

7. Policy Review and Approval

The Committee considered the **Safeguarding & Child Protection Policy** and **Welsh Language Policy** and formally approved and adopted both policies.

The Chair signed and dated the policies as required. Both policies will be reviewed annually.

Action: Sara to arrange for the approved policies to be published on the Village Hall website.

The next policy identified for development and approval is the **Lone Working Policy**.

8. Financial Update and Sustainability

The Committee received the Finance Report covering the period **10 June–9 September 2026**.

For the Charitable Account:

Expenditure, 10 June–31 August 2026: £1,860.55

Income, 10 June–31 August 2026: £5,200.00

Balance at 31 August 2026: £5,035.97

For the Savings Account:

Income, 10 June–31 August 2026: £8.07

Balance: £2,510.01

Total funds at 31 August 2026: £7,545.98.

The Committee discussed the need to continue increasing Hall use and income to support its longer-term financial sustainability.

9. Grants and Funding

The Committee noted the **£5,000 Cymdeithas Elusennol Essential Grant** and its planned use towards essential Hall improvements. Thanks to Cymdeithas Elusennol.

The **Welsh Church Fund** has awarded **£2,000 towards the new fire alarm**. The funding had not yet been received.

Further discussion regarding the Community Facilities Programme/EGIN and other funding opportunities, including accessibility, toilets, kitchen improvements, furniture, digital facilities, renewable energy, outdoor improvements and general refurbishment, was deferred to a future meeting.

10. Building, Health & Safety and Improvement Works

Fire Alarm: The new fire alarm is ready to be installed by Mon Fire once the asbestos survey/report allows the work to proceed. Funding includes £2,000 from the Welsh Church Fund together with relevant Cymdeithas Elusennol funding.

Asbestos Survey: Arrangements had been made for Andrew Cavender to undertake the asbestos survey at a cost of **£460**. An action plan will be prepared once the survey report is received.

Wi-Fi: The Committee noted that Wi-Fi had been successfully installed on **4 September 2026** by OpenReach on behalf of SEBB Group. The new provision offers opportunities to broaden Hall activities and increase bookings.

Consideration of the **Anglesey Solar quotation**, general Health & Safety matters, maintenance and other improvement works was deferred to a later meeting.

11. Cleaning Arrangements

The Committee discussed concerns regarding the current standard of cleanliness in the Hall and unanimously agreed that improvement is required.

It was agreed that an initial **full deep clean** should be undertaken, covering the main Hall, kitchen, toilets, JOW Room, entrance and circulation areas and appropriate storage areas.

Action: Sara to source and arrange the deep clean.

Following the deep clean, a clear and sustainable regular cleaning system will be introduced. This will include:

- a defined cleaning schedule and standard;
- clear responsibilities;
- a cleaning checklist/sign-off process;
- monitoring of cleaning standards; and
- arrangements reflecting the level of Hall use and bookings.

The Committee also agreed that a clear system is required for **stock inventory, monitoring and replenishment**.

Current caretaker/cleaning arrangements will be reviewed following completion of the deep clean.

12. Community Survey and 2026–27 Action Plan

Detailed consideration of progress against the Strategic Development/Action Plan was deferred to a future meeting.

13. Activities and Events Programme

Development of the activities and events programme will be taken forward by the newly established Activities and Events Sub-Committee.

This will include consideration of opportunities identified through the Community Survey, including coffee mornings, arts and crafts, fitness activities, live music, markets, Welsh-language activities, youth activities, social events, parent and toddler activities and film nights.

14. Flower & Produce Show

Chris provided feedback from the recent Flower & Produce Show.

The event had gone well, although attendance was noted to be lower than in previous years.

The Committee will consider opportunities for future collaboration.

15. Annual Events Calendar

Development of an annual and seasonal programme of activities and fundraising events will be taken forward by the Activities and Events Sub-Committee.

16. Volunteers and Community Support

The Committee formally recorded its **thanks to Nia and all the volunteers (Jan, Joan, Bryan & Allen) who assisted with the recent garden clear-up**, recognising their contribution towards improving the Hall and its surroundings.

The Committee also noted the acquisition of new garden furniture through Freebay.

Further work on volunteer recruitment, a volunteer register and defined volunteer roles was deferred to a later meeting.

17. Hall Bookings, Marketing and Promotion

Current confirmed bookings/events include:

The Reiki Room: 16, 17 and 18 October 2026

Music Night / Noson Gerddoriaeth: 23 October 2026

The Activities and Events Sub-Committee will consider opportunities to increase regular bookings, improve promotion, develop the quarterly programme, review use of the JOW Room and make best use of the new Wi-Fi facilities.

The Committee discussed the potential need for an **Aberffraw Community Noticeboard in the main village square**.

Action: Bryan to raise the Community Noticeboard proposal with the Community Council.

18. Public Toilets

Discussion regarding public toilet provision in Aberffraw, including possible discussions with Isle of Anglesey County Council and partnership working with Bro Aberffraw Alliance CIC, was deferred to a later meeting.

19. Any Other Business

- **Electricity Supplier:** The Committee unanimously agreed and approved moving the Village Hall electricity supply to **Octopus Energy**.
- **Music Night – 23 October 2026:** Arrangements for the forthcoming Music Night were discussed. Tickets will cost **£3** and will be available through the local shop and pub, as well as online using PayPal.

Actions for Music Night:

- Sara to prepare posters and tickets and check the stage lighting.
- Bryan to check the position regarding his bar licence. Dougie Fowler from Y Goron has offered to assist with the event. Bar stock requirements will be determined nearer the event once likely attendance is clearer.
- Bryan, Barry, Chris, Sara and Gail confirmed their availability to volunteer on the evening. Availability of Committee members not present at the meeting will be checked.

Hall Restoration: Chris reported that he had identified an architect and two builders who are interested in the proposed restoration work at the Hall. This will be progressed as part of the wider building improvement plans.

20. Date of Next Meeting

The next Committee meeting will be held on:

Wednesday 14 October 2026 at 6.30 pm

Signed as a true and accurate record:

Chair: _____

Name: **Sara Spinks**

Date: _____