

Neuadd Glannau Ffraw/Aberffraw Village Hall Management Committee

Minutes of Annual General Meeting 9/9/2020 (Held via Zoom)

Present: Mr M Mahon (Chair), Mr T Graham (Vice Chair), Mrs G Mahon (Treasurer), Mrs E Todd (Secretary), Mrs A M Owen, Mrs S Goodgroves, Mrs H Williams

Absent: Mrs G Stallwood

1. **Matters Arising:** No matters arising from August 12th meeting not covered below
2. **Chairpersons Annual Report:** Supplied in advance and attached below
 1. First, thanks to all the committee members and helpers for all their hard work in what was initially a very successful year until the coronavirus pandemic struck in March.
 2. First successes were completion of the building improvements – new fire doors, external and internal painting, soffits and gutters, boiler and urinals upgrade, new side ramp and path linking the main hall to JOW room (expenditure on previous grants), and installed a new village noticeboard.
Committee members and helpers also performed gardening tasks and produced publicity posters.
 3. Regular activities (Bingo, Line Dancing, Yoga, Dog Training, Whist, Welsh Lessonsx3) were well attended. These were supplemented by the transfer of community activities from Min y Mor (Knit & Natter, Quiz afternoon, Day Group) during Min y Mor refurbishment.
Total sessions (192) and attendance (2570) for 6 months of September to early March.
 4. Since the application for and successful receipt of new grants from Comic Relief (£7600) and Community Chest (£1500) we were able to start-up Guitar Evenings, Table Tennis, Film Nights and Fitness classes and hire out for Children's parties. However, covid-19 closure caused these to halt almost immediately. The kids drop in sessions did not even start.
 5. In addition we hosted several special events (Ring o' Fire, Macmillan Coffee Morning, Psychic Evening, Children's Christmas Party, Choral Evening, and Craft Market). The latter two drew particularly large attendances. Overall estimated attendance here around 450.
 6. The Hall also provided a venue for Hall and Community Council Committee meetings and as a Polling Station.
 7. We have had good feedback from local villagers and visitors regarding the hall and events and our publicity via Noticeboard, monthly hand delivered newsletters (Grapevine), Facebook Page, and Website (www.aberffraw.wales).
 8. The Hall was closed on March 23rd 2020 due to the covid-19 pandemic and as well as the regular events we were unable to host a planned Psychic Evening, monthly Film Nights, two Craft Fairs, Druids events, Storytelling event, Dog Show, a Strawberry Tea, and a live Band event as well as the annual Village Horticultural Show and the 2020 Ring o' Fire.
 9. During the year we have carried out maintenance schedules, PAT testing, and updated generic Health & safety Risk Assessments, fire extinguisher checks, boiler ash cleaning, plus installed shelving and fixed external lights plus several repairs to Public Toilet, defibrillator check and registration.
 10. We have produced monthly updates on accounts and completed the annual audited account and the financial report to the Charities Commission. We have also applied for an annual contribution to running costs from the County Council. See separate Treasurer's Annual Report. The financial position is healthy.
 11. In August we received materials from our application via the Community Council to the Keep Wales Tidy Wildlife Garden start-up scheme and a small group has begun watering duties and is soon expecting wildflower seeding and bulb planting.

12. The final month has been spent on producing covid-19 Risk Assessments and preparing the hall for re-opening on September 3rd as a covid-19 safe environment for a restricted number of events as the Government Regulations permit. (Re-opening aspects are dealt with below.)
13. Future plans include re-instigating activities and events where possible, complete grant expenditure, and encourage more local, especially younger, people to get involved with hall activities.
14. On a less successful note we have had difficulty interacting with the Aberffraw Community Council on aspects of running the hall and its surrounds due to their secrecy, lack of meeting minutes and tardiness in replying to communications, partly resulting in our recent handing over of running the Public Toilet to them.

Mike Mahon, Chair, 9th September 2020

Further comments -

Far too much time is being wasted at our meetings on chasing up items from 14. above

We will ask for extensions on grants, due to covid, but we have spent most of the moneys already except for Comic Relief (guitars and lessons, childrens supervision).

Health and Safety: Anne and Mike ran through the normal (non covid) system. Anne raised query re fire drill. We need to get it done, but we need a bell, need smoke detectors in hallway and heat detectors in kitchen. COSSH assessments to do. Glass in hall doors is not safety glass and should be – Terry to check out safety film to cover. Key needed to garden room. Kitchen hatch needs new method of raising/dropping as not safe.

Covid distancing signs and maximum capacity sorted. Sanitisers and signs all in place. Risk assessments from users will be online. Due to covid, the hall can only open for exercise. Assessments to be reviewed on the 18th sept.

Insurance, building and contents re-surveyed – Community Council to give new details.

Music licence to be renewed.

Covid-19 Regulations, Risk Assessments, Hall Re-opening

1. From March 23rd 2020 the hall was closed due to Government Regulations regarding the covid-19 pandemic.
2. July 31st – Community Centres/Village Halls could provide some urgent charitable work eg food banks, caring for the homeless etc.
3. August 21st – Halls could be classified as open premises for restricted activities – those involving exercise.
4. We produced maximum person limits and Risk Assessments and invited table Tennis, Yoga and the Fitness group to consider re-starting once they have produced their own Risk Assessments for the activity.
5. August 26th-28th – Regulations (Section 4.14.2.p) updated to produce clarity and WCVA guidance updated. Communication with Anglesey Council confirmed our interpretation (plus confirming that this only applied to human exercise and not Dog Training yet).
6. September 1st – hall safety measures, social distancing guides, sanitisation, closed area notices all in place.
Advertised re-opening for:-
 - Table Tennis (Thursdays 3-5pm from September 3rd – maximum 8 persons, 4 playing at a time in singles)
 - Yoga (Tuesdays 7-8.15 pm from September 8th – maximum 12 persons plus instructor)
 - Fitness (Wednesdays 10.30-11.30am from September 9th – maximum 10 persons (circle) or 16 persons (rows) plus instructor)

Note: Event organisers have produced their own Risk assessments and signed new Hall Hirer User Agreements. Attendees required to consider personal risk level.

7. Note – all Risk assessments and guidance is available on our website.
 8. Finally – we regularly check for Government Regulation updates and WCVA/County Council notices to plan opening for further activities.
 9. Currently other groups wishing to re-start include:-
 - Quiz afternoons
 - Dog Training
 10. We initially plan to run the Macmillan Coffee Morning on September 26th as an outside event in the hall garden (weather permitting) restricted to 30 persons with 2 metre social distancing and covid-19 safety procedures.
3. **Vice Chair report:** New lights on side of hall are working. Need to look at putting some on other side of building.
4. **Secretary Report:** No reply from Community Council re the handing over of the public toilets.

5. **Treasurers Report:**

Water – cost is temporarily down as we were in credit.

£200 spent on covid accessories

Gillian has found that the donation we gave to cover the VAT recovery has been incorrectly listed as rent by the Community Council. We do not pay rent so it cannot be rent.

Community Council also received a £1000 grant for covid safety of which the Village Hall has received nothing.

Annual External Audited Accounts were presented – we made £3000 profit. However, this includes claims to Anglesey Council for current and previous year. Also received £1000 rent arrears from Bangor University. So much of this was chasing up arrears from previous years.

We need to look into increasing charges after Christmas.

We are waiting our current usage grant from Anglesey Council.

Charity Commission Returns: Accounts Externally Examined and to be submitted to Charity Commission along with supporting statements following approval by AGM. Community Council to be notified. Accounts were approved by AGM.

6. **Reports from Regular Users** – Bingo has folded unless there are any volunteers.
- Line dancing off till January
 - Yoga Has restarted
 - Fitness classes have restarted
 - Enquiries - quiz and dog training (not currently allowed)

7. **Publicity:** Shortened version of Grapevine sent out to every abode in Aberffraw and placed online on Website and Facebook.
- Facebook page should show why Public Toilet is not open.

8. **Future Events** Possibility of obtaining grant for internet in the hall so that some events could be inclusive of those self-isolating / quarantining etc. It was also noted that a batch of inexpensive chairs were available. ? Pursue after lockdown.

September: Macmillan Coffee Morning – unsure if can go ahead

Box in post office for Macmillan donations.

October: Psychic Evening, Halloween Event - ?? cancel

November: Craft Market - ?? cancel

9. Annual Retirement and Election of Officers: Voting - all positions confirmed and remain unchanged.

Chair: Mike Mahon

Vice Chair: Terry Graham

Secretary: Elaine Todd

Treasurer: Gillian Mahon

Committee: Ann Owen, Sue Goodgroves, Hilary Williams, Glenys Stallwood

Also Anne is helping with Health and Safety

Colin is helping with publicity

Jan and Pete are helping with gardening.

10. Any Other business: none

11. Date of Next meeting: Wednesday 14th October (time and format to be announced)