

DEVAUDEN HALL - TRUSTEES' MEETING

09-09-2025 @ 7pm

APPROVED MINUTES

THOSE PRESENT : Richard May (chair), Lyndon Rowlands, Suzanne Chilcott, Jon Penn, Liz Davies, Sandra Barker, Julia Hitchcock, Paul Hickman, Jeremy Horton (part)

APOLOGIES: Chris Jackson, Andy Owen

The minutes of trustees' July meeting were previously approved over email. Proposed by Lyndon Rowlands, seconded by Chris Jackson and carried unanimously. Full minutes of the August meeting were not produced as it was a meet and greet meeting for new trustees. **A summary of decisions made in that meeting was approved by the meeting.**

There were no conflicts of interest declared, but it was noted that Liz Davies and Sandra Barker have an interest in any matters concerning the WI. **This point was noted for all future meetings, without the need for it to be repeated.**

DEVAUDEN FESTIVAL

Jeremy Horton joined the meeting to provide an update on the festival. His key points can be summarised as follows:

- The 2025 festival was considered to be very successful by all who attended and attendance was up on the 2024 event.
- Results from the ticket buyer survey were very positive. In answer to the question "How likely are you to visit Devauden Festival in 2026?", the average of all responses was 4.7 out of 5 and 99% felt the tickets were excellent (70%) or reasonable (29%) value for money. In answer to the question "If you have visited Devauden Festival before, can you comment on whether the new location was better or worse than the previous site?", the average of all responses was 4.3 out of 5. In answer to the question "Finally, how likely are you to recommend visiting Devauden Festival to others?" the average of all responses was 9.4 out of 10. The narrative comments confirmed opinions held by the organising committee about the offering, the layout and the facilities - providing excellent guidance for the planning of future events.
- Financially, the costs of staging the festival had increased significantly as a result of moving to a new location, but had stayed within the budget signed off by the committee. Sales had not increased to the same extent, which meant that the festival was unlikely to deliver the same return to the charity as it had done in recent years. Accounts are being finalised and Richard and Chris Jackson will attend a meeting of the directors of Devauden Festival Ltd on September 20.
- The directors had recently met online with the MCC Event Safety Advisory Group (ESAG), made up of licensing, police, fire and others with an interest in public safety. The group was universally positive about the event organisation and complimented the directors on an excellent presentation, which demonstrated how seriously they took the issues under discussion.
- The directors will consider how to proceed for 2026 after discussion of the accounts, potential cost savings, ways to increase sales and a new ticketing platform which would improve cash flow. They will also consider how best to respond to the concerns expressed in January's public meeting and the desire for public consultation.

The trustees thanked Jeremy for the update and asked to be kept informed of next steps.

BONFIRE NIGHT

Jeremy confirmed that he and Tessa Legg had offered to plan this year's bonfire night and confirmed it will be held on November 5. Last year the event made a loss of £1000, but this year the meeting agreed that it should be seen as a fundraiser. Jeremy outlined his plans to achieve that, by reducing costs and issuing 1000 tickets, with first option to locals, followed by open sale. Tickets priced at £5 per head, £15 for a family of 4, with car parking at £5, limited to 80 / 100 places (to be confirmed). The Scouts have offered to help. **Suzanne and Lyndon offered to assist Jeremy with the planning.**

FINANCE

Richard summarised the position with finances and banking arrangements.

The total of the charity's bank balances is £3936.26

A previous committee had opted to outsource the book keeping and accountancy function, but since the spin off of Devauden Festival Ltd, the work involved in book keeping for the charity had reduced. The meeting agreed that it would now be more appropriate for the charity to manage its own book keeping using available software. It also agreed that the charity should retain Joy Scott as an independent examiner, rather than appoint Nina Hughes as previously decided.

Richard to advise both parties of the decision.

Richard will also continue discussions with Joy Scott about the best software to use.

Richard has applied for a new bank account with the Co-operative Bank to run the Top 60 club. This will involve asking all subscribers to change their standing orders - a task that **Chris Jackson has agreed to manage**. It was agreed to increase the monthly subscription from £4 to £5 (annual from £48 to £60) with effect from April 1, 2026 and to keep the restricted fund for maintenance of the hall, grounds and playground. Following the meeting, Richard had notification from the bank that it also needs full details of the new trustees.

Richard to circulate bank forms to be completed.

Richard to circulate details of the Top 60 scheme to all trustees for them to sign up.

COMMUNICATIONS

Richard confirmed that all new trustees had been allocated hall email addresses, which also give access to the shared drive. Jon confirmed that he had been able to access the shared drive.

Richard will add Paul Hickman and Andy Owen to the DH Committee What's App group. He reminded the meeting that the DH Trustees group should be used for trustee specific messages and that DH Committee included Rich Harrison, Lynn May and now Paul and Andy, for more general hall related messages.

MAINTENANCE AND BOOKINGS

As Richard Harrison was away on holiday, he submitted a report by email on 29/08, which has been updated slightly here in the light of events since that date.

In addition, the meeting discussed the basket swing on the playground as the supporting timbers are showing signs of rot. Rich Harrison has treated them with wood hardener - **Suzanne offered her husband Pete to investigate the options for retro fitting metal sleeving or supports.**

"Please see attached the maintenance spreadsheet, which captures additional works over and above daily /weekly tasks such as grounds checks, open the loos for the public, etc.

"All events are in the now updated excel spreadsheet on the main drive called Hall diary.

Plans for opening a Pop up bar are on hold as we have not yet been able to meet with table tennis. We hope to be able to update all trustees and bar staff shortly.

There has been a flurry of last minute bookings for birthday parties for September, some into October which is good news. Weekends are fairly quiet through November and December at present. We are supporting two charities; a skittles night for a local family looking to raise money for their son's sporting ventures (since completed), and we are providing a feed station for a charity ride in aid of Parkinson's on the 21st September. Sessions offering early years Welsh language provision through the Autumn and Winter are going ahead, run by a local resident Lisa Haf Davies."

RECENT EVENTS

Skittles night on September 6. This was a successful event with around 30 people taking part. It was hosted by the Trim family to raise money for Brereton's trip to Portugal to represent Wales in gymnastics. Bre was very pleased with the response and the bar took £232.50 as revenue for the hall.

UPCOMING DATES

September 11 - wake after John Rowlands' funeral. The hall has offered a contribution to the catering costs and will donate the bar profits to Parkinson's UK.

September 21 - Parkinson's charity ride - the hall facilities will be available as a feed station.

September 28 - The WI's social - Petals, Puds and Prosecco. We will supply the prosecco at an agreed price and will run the bar.

September 25 - Village Social Take 2 - being organised by Andy Owen and a group of volunteers. Liz told Paul Hickman that Rita Edwards, editor of Fiveways, could distribute 150 flyers in the magazine.

Paul to follow up.

November 5 - Bonfire Night

December 7 - Senior Citizens' lunch - being organised by Peter Gardiner. **Paul / Andy to check if the bar is required.**

Children's Christmas show - this had provisionally been set for December 11, but it was felt that Friday December 12 might be a better date. **Suzanne to investigate options with Night Out and to consider a possible hybrid option including carol singing.**

July 11, 2026 - Village Fete

AOB

Facebook - Suzanne is now an admin of the hall Facebook page. **Richard to supply copies of event posters and flyers.**

Devauden Races. The domain www.devaudenraces.com will renew on September 25. It was agreed that we should ask SARA if they intend to run the event in 2026. **Richard to email SARA.**

John Wesley memorial - Paul Hickman pointed out that the memorial is in need of repair. The meeting agreed that the hall could not afford to carry out the repairs and that the DCC and the John Wesley Society should be contacted to take it over. **Richard to write to both.**

Liz pointed out that the plastic protective sheets on the hall's poster frames need replacing. **Richard to action.**

Liz asked if a poster promoting the regular events and clubs in the hall could be placed on the hall boundary. **To be investigated further.**

Liz asked if the coach trip to Lacock and Devizes could be promoted by the hall. **Added to the website and will form part of a future "What's On" email**

DATES OF FUTURE MEETINGS - October 1, November 12