

Minutes of Devauden Hall Committee Meeting

14/04/2026

Present

Trustees: Liz Davies, Lyndon Rowlands, Alun Jones.

Plus: Richard May, Paul Hickman, Tim Walker, Jeremy Horton.

Apologies: Jon Penn, Suzanne Chilcott, Julia Hitchcock, Andy Owen, Rich Harrison

Minutes

1. The Trustees approved the last meeting minutes.

2. Review of actions

Previous actions were discussed and log updated. Additional matters to note from discussion include:

3.

4. No matters of conflict arising. Legal requirement to close Cae Ni Field one day per year to ensure there doesn't become a legal right to public access - action added to log.

5. Festival update:

- a. JH and TW joined the meeting to update the Trustees on 2026's Devauden Festival.
- b. TW confirmed that tickets sales are stronger than last year with a continued shift towards weekend tickets over day tickets. Cash flow is positive.
- c. Trustees thanked both JH and TW for attending and for providing updates.
- d. It was confirmed that a written complaint had been received. AJ and RM agreed to work on a response in line with the new policy.

6. Accounts/new accountant

- a. The end of year accounts position was discussed. Several potential accountants were considered, with a preference for those experienced in CIOs and the Xero system. It was agreed that a finance meeting would be held within the next 2–3 weeks to appoint an accountant and agree next steps

7. Bank Balance

- a. Current bank balance is £20,369 and Top 60 Club is £683. RM noted that we also have the Hood Memorial Hall account which has a balance of approximately £2,000 which will be transferred when the account closes.

8. AGM

- a. RM drew attention to the note that he had produced and circulated on holding an AGM. The importance of transparency via open access to an AGM was agreed and giving members the public the opportunity to ask questions and have their say. Timing of the AGM will depend on completions of the accounts. It is good practice to give notice of an AGM and there are various ways of doing this including Royal Mail distribution service, which does attract a fee. With accounts and notice taken into account it seems likely that a date in October would work for an AGM. The committee agreed that this matter would be revisited again in a future meeting.

9. Playground

- a. The Lottery report has been submitted and accepted, with permission to publish it publicly. Trustees agreed that this would be published on the website. Since the report was submitted there have been more responses to the survey. Updated figures show that 24.5% of playground visitors are from devauden. This shows that people are being attracted in to the area as was the intention.

10. Formal appointment of a new director to the music festival

- a. Following the previous decision that LR would be the DH charity director on the board of the Festival, it was confirmed the necessary actions had been undertaken. that Companies House records have been updated. It was noted that the festival company has no individual Person with Significant Control, which is appropriate given its governance structure.

11. Pop up bar

- a. Recent pop-up bars were considered successful both financially and socially with the last event taking over £450 with over two thirds of payments being taken on card reader. Increased attendance and safeguarding considerations were discussed. It was agreed that the pop-up bar will continue next month either on 1st or 8th May if it can be staffed.
- b. Feedback suggested that some locals are under the illusion that the pop up bar is part of a franchise probably due to the way it is advertised. It was felt that this is a compliment although something to bear in mind going forward.
- c. LD referenced an informal complaint that she had received which related to the behaviour of children at the recent pop-up bar. The extent to which this was a safeguarding issue was considered. The committee was keen to encourage the complainant to put the matter in writing so that could get a full sense of the concern and it could be considered in line with the new complaints policy. In addition, thought needed to be given to whether a safeguarding policy needed to be devised to support the safe delivery of any events.

12. Hall Maintenance

- a. Transfer of the solar energy account requires the nomination of a named individual; it was agreed to approach Richard Harrison to see if he is happy to be nominated.

13. Complaints Policy

- a. The draft complaints policy was agreed. It was agreed that it would be reviewed every 2 years and AJ would update this on the document itself
- b. It was agreed that the final version would be placed on the website. AJ agreed to send this to RM

14. AOB

- a. A recent PPL PRS invoice was discussed. This relates to the right to play music at events. It was felt that this might relate to Festival. AJ agreed to take the invoice and follow up with Tim Walker.
- b. An outstanding oil delivery note was discussed but it was felt that proper invoice would follow and we should wait for this.

Next meeting will be held on 12th May

Action Log

Item	Action	Owner	Update
1	Values put on bookings in bookings spreadsheet	RH	10/02 - Raised 10/03 - Ongoing 14/04 - Now happening, closed
2	Add PC, LR and RH to group to agree date for playpark swing fix	SC	10/02 - Raised 10/03 - Closed, swing fixed.
3	Complaints policy to be reviewed	AO/AJ	10/02 - Raised 10/03 - Action rolled over, AJ to review 14/04 - Policy received for discussion, closed
4	Meeting to be held regarding fete	PG	10/02 - Raised 10/03 - LD to pick up with PG as meeting is now urgent 14/04 - repeat attempts have been made to speak to PG. LH to try again
5	Review Hall rental prices against market rates	ALL	10/02 - Raised 10/03 - Some research undertaken, carried over. 14/04 - Finance meeting will be arranged to discuss
6	Request complaint regarding Devauden Festival to be made in writing	LR	10/02 - Raised 10/03 - No further feedback, item closed. 14/04 - Complaint and will be considered. AJ will work with RM on a response
7	Respond to DCC to accept gift of cherry trees	SC	10/02 - Raised 10/03 - SC responded, will liaise with DCC regarding planting ceremony. Item closed.
8	Organise deep clean of oven and extractor fan	LD	10/02 - Raised 10/03 - Deep clean booked in 14/04 - Cleaning taking place 24/4/26
9	Increase insurance to ensure it adequately covers the playpark	LR	10/02 - Raised 10/03 - Ongoing 14/04 - RM to look at policy and email group for a decision at finance meeting
10	Remove CJ from charity commission	RM	10/02 - Raised 10/03 - Action complete, item closed.

11	Circulate bar training for new users	AO	10/02 - Raised 10/03 - Item carried over 14/04 - Action was optional and agreed to close
12	LD to discuss John Wesley memorial contribution costs with DCC	LD	10/03 - Raised 14/04 - No further feedback from DCC, Close
13	More mugs required for kitchen	RH	10/03 - Raised 14/04 - Not discussed - ongoing
14	Pop-Up burger van - RH to liaise with owner regarding next steps.	RH	10/03 - Raised 14/04 - Ongoing, AJ agreed to contact RH
15	Village Fete: LD to visit PG to ensure organisation is progressing	LD	10/03 - Raised 14/04 - duplicates action 4, close
16	Cae Ni Fence - working group to be established by RH, RM to email in newsletter	RH / RM	10/03 - Raised
17	Sign to be designed for Cae Ni field to advise it is not secure	RM	10/03 - Raised 14/04 - Ongoing
18	Reconciliation of Top 60 payments to take place in April	JP / SC / RM	10/03 - Raised 14/04 - Complete
19	Finance meeting to be held to discuss: - appointment of a new accountant - Rental prices	JP	14/04 - Raised
20	Future agenda item required on closure of Cae Ni Field in relation to public right of way (agree date)	LR	14/04 -Raised
21	Future agenda item required on date of AGM	LR	14/04 - Raised
22	Transfer of solar account and need for a named individual. RM to approach RH	RM	14/04 - Raised
23	AJ to send RM the final complaints policy for publishing on website	AJ	14/04 - Raised
24	AJ to follow up with TW on PPL PRS invoice	AJ	14/04 - Raised