

Devauden Hall Committee Meeting

10/12/2025

Present

Trustees: Richard May [Chair], Liz Davies, Lyndon Rowlands, Jon Penn, Suzanne Chilcott, Julia Hitchcock, Chris Jackson.

Rich and Paul as observers.

Minutes

1. The Trustees approved the last meeting minutes. LD queried whether the minutes could be put online sooner (within 2 weeks of meeting).
2. No matters of conflict arising.
3. Group agreed unanimously to co-opt Alun Jones as a Trustee.
4. Finance
 - a. The hall's bank balance currently stands at c.£24,600, with thanks to the Festival for payment of the final outstanding loan amount.
 - b. Top 60 Club: a new direct debit instruction will be required on 1/4/2026 due to change in bank account. Agreed that the winners should be announced publicly each month (noted they are within the minutes).
 - c. RM is getting up to date on Xero, he will hand over to JP in due course.
 - d. Annual return to the Charity Commission - the Commission have advised we need a 13 month year for 24/25 to get us through to 31/3. The FY will then run from 1st April each year as standard.
 - e. A query was raised regarding a TV Programme license - Motion Picture Licensing Co (different to the standard TV license) to show films and TV programmes. The group agreed to decline this license (£500) and add to the Hire Form that the Hall is not responsible for licensing, any hirer is responsible to ensure that no programmes are aired in the hall without express license consent.
5. Playground
 - a. A rubber stop has been fitted by MCC to the zip wire.
 - b. Repairs to the basket swing are ongoing, to be arranged by SC and LR. The Trustees thanked Pete Chilcott for his work on this.
 - c. Agreed to keep toilets open to the public only during school holidays.
 - d. A home tutoring group have been using the playground as a meeting spot and have decided to hire the hall on a weekly basis in 2026 due to the facilities.
6. Hall Maintenance
 - a. Trustees agreed that RH should paint the roof and to clear the moss on the repaired ceiling and walls (noted that a second person is required for ladder safety and correct equipment should be ordered and used).

- b. The bouncy castle passed its inspection. The manual must be present for hirers and there is a small tear that may need rectifying.
- c. Heating continues to be an issue as it is unreliable - an inspection has been booked for January. Instructions have been left next to the thermostat.
- d. RH agreed to review the Good Energy account to assess solar panel payments
- e. Hall cleaning - more hours are required to ensure consistent cleanliness, especially with more hire opportunities.
- f. LD agreed to monitor kitchen equipment and tell major users to bring their own tea towels.
- g. RM to investigate the cost of replacement covers and frames for posters.

7. Events

- a. First pop-up pub date will be the first Friday in February, then the first Friday of each month thereafter. With thanks to Paul and Andy.
- b. Recent Event - Senior Citizens Lunch was a success. £500 was spent on food and £134 on drink. The hall has offered £150 with the rest charged to DCC.
- c. Upcoming Events
 - i. Children's Show 12/12 - 70 tickets sold so far, arrangement for seating, presents and volunteers with SC and RM.
 - ii. SARA taking on Devauden races, to be added to the calendar.
 - iii. Festival dates agreed and tickets are selling well.
 - iv. Village fete dates agreed - 12th July - with Pete Gardiner running the event in 2026.
- d. Proposed Events
 - i. SC has proposed an open air Shakespeare on 7/8/2026. The minimum ticket sales must meet £800 then revenue share and bar profit thereafter - group agreed to proceed.
 - ii. Behind Enemy Lines - group agreed to progress this, SC to arrange dates with company.
 - iii. Bonfire Night - agreed for 5/11.
 - iv. All agreed this will be all events to be planned and hosted by the Trustees in 2026 (other than private bookings which are planned and hosted separately).
- e. Future Trustee meetings to be held on the second Tuesday of each month.

8. AOB

- a. Richard May confirmed his resignation as chair with effect from the end of the meeting and as Trustee from December 31st; the group thanked Richard and Lynn for their time and hard work over the past

few years. Richard is happy to carry on as a non-trustee volunteer and will assist with handover and allocation of tasks through 2026. He offered to continue with some ongoing projects, keeping the relevant trustees copied in, and the meeting approved this action. The meeting also confirmed that Richard should continue as bank signatory after January 1st, taking actions on the written instructions of Trustees. Richard will maintain his Richard.May@devaudenhall.org email address until further notice and will arrange for the admin@ address to be transferred to SC. Any historical emails will not be transferred. Richard will review the email addresses allocated to different trustees and advise on any other action required.

- b. Lyndon Rowlands unanimously voted in as new chair.
- c. Agreed additional volunteers are required. Could be a DofE student/s or other local residents willing to assist. SC agreed to receive emails from the admin@ address.
- d. A weekly events poster has been requested by LD - RM to mock-up a design.
- e. Scouts have requested 6 dates for fundraisers; agreed to allow use of hall and hall will receive bar receipts. This arrangement will be monitored.
- f. Insurance renewal premium increases when gazebos are let-out; agreed that festivals and other groups will need to hire with insurance and the hall will not pick up the excess.