

Devauden Hall Committee Meeting 12th May 2026

Present

Trustees: Liz Davies, Lyndon Rowlands, Alun Jones, Suzanne Booth, Julia Hitchcock, Jon Penn.

Plus: Richard May, Rich Harrison.

Apologies: None

Minutes

1. The Trustees approved the last meeting minutes.
2. One matter of conflict to note: LR has a family relationship with the Hall's new instructed accountant (information on mitigation in minutes.)
3. Review of actions

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

- a. Additional policy requirements (GDPR, Safeguarding).
 - b. New accountant to be instructed.
4. Festival update:
 - a. LR advised that sales are going well and the festival is forecasting a profit.
5. Events
 - a. LR advised the car show will take place in July (4th, 7pm til late), with promotion in June. All agreed that this would need to be distinguished from the Fete.
 - b. Fete will be held on 11th July. JH noted the Scouts have been assigned a large number of tasks which may not be achievable. Stallholders to be approached and another meeting to be set up this month.
 - c. Bonfire Night will be held in 2026 – group to decide in June on who to engage to organise this event.
 - d. Noted that the Devauden Arts Club have events through the summer; SC to pick up with Jo to provide planned dates to ensure no clashes.
 - e. RH advised Yurt manufacturers would like to run a community festival; agreed it may clash with the Car Show this year but could be possible in 2027.
 - f. Folksy (outdoor Shakespeare) will take place in August. SC requested assistance with the TEN, and queried what audience number threshold would need to be hit to require portaloos – group to assess in June. JH agreed to ask Scouts for car-park volunteers. The zipline in the park will be tied up to reduce noise during the performance. SC advised the performance would be on the Hall field, with parking on Cae Ni. This may require a guided route for audience members to reach the seating area – to be investigated.
 - g. Pop Up Bar: May was quiet but still made a profit of £145.

- h. POS Machines may be registered to Tim; JP & RM to liaise with Tim.
 - i. LD queried whether a safeguarding policy would be required due to events at the pop up bar. All agreed that signposting organisations for safeguarding would be ideal within the hall (via posters). LD to investigate with JH.
 - j. All agreed JP should have a debit card in order to be able to pay cash in to the local post office rather than the Bank in Newport.
6. Accounts/new accountant
- a. The group have agreed to change accountants for 2026/2027. This will be communicated to the current accountant imminently, with thanks for their work to-date.
 - b. LR suggested a new accountant to the group and all agreed to proceed. A conflict of interest has been noted due to LR's family relationship to the accountant. The group will mitigate this by ensuring proper procedures are observed during the accounting process. New accountant to be instructed post-meeting.
7. AGM
- a. It was agreed that the AGM would be discussed in June's meeting ahead of planning in August, for an AGM in September/October.
8. Hall Maintenance
- a. RH to check Health and Safety information provided by LD and report back to group.
9. AOB
- a. SC queried whether the hall held a GDPR policy – this is to be investigated along with ICO requirements and how we store and use personal data.

Next meeting will be held on the 9th of June.

Action Log

Item	Action	Owner	Update
1	Meeting to be held regarding fete	PG	0/02 - Raised 0/03 - LD to pick up with PG as meeting is now urgent 4/04 - repeat attempts have been made to speak to PG. LH to try again 2/05 - initial meeting held, planning underway. JH noted Scouts have

			extensive duties which may not be achievable, to review.
2	Review Hall rental prices against market rates	ALL	0/02 - Raised 0/03 - Some research undertaken, carried over. 4/04 - Finance meeting will be arranged to discuss 2/05 - Finance meeting held 12/05 - agreed rental prices for 2027. Item closed.
3	Request complaint regarding Devauden Festival to be made in writing	LR	0/02 - Raised 0/03 - No further feedback, item closed. 4/04 - Complaint and will be considered. AJ will work with RM on a response 2/05 - a response is being considered in alignment with new complaints policy.
4	Respond to DCC to accept gift of cherry trees	SC	0/02 - Raised 0/03 - SC responded, will liaise with DCC regarding planting ceremony. 2/05 - carried over
5	Organise deep clean of oven and extractor fan	LD	0/02 - Raised 0/03 - Deep clean booked in 4/04 - Cleaning taking place 24/4/26 2/05 - clean completed, item closed.
6	Increase insurance to ensure it adequately covers the playpark	LR	0/02 - Raised 0/03 - Ongoing 4/04 - RM to look at policy and email group for a decision at finance meeting 2/05 - LD to review policy and check over for playpark and other items.
7	More mugs required for kitchen	RH	0/03 - Raised 4/04 - Not discussed – ongoing 2/05 - resolved, item closed
8	Pop-Up burger van - RH to liaise with owner regarding next steps.	RH	0/03 - Raised 4/04 - Ongoing, AJ agreed to contact RH 2/05 - no further response/contact, agreed to close item.

9	Cae Ni Fence - working group to be established by RH, RM to email in newsletter	RH / RM	0/03 - Raised 0/05 - Call for volunteers in newsletter. RM to investigate whether we can get a grant to complete the work. Another mail out for volunteers scheduled for August.
10	Sign to be designed for Cae Ni field to advise it is not secure	RM	0/03 - Raised 4/04 - Ongoing 2/05 - signage now on field gate, item closed.
11	Reconciliation of Top 60 payments to take place in April	P / SC / RM	0/03 - Raised 4/04 - Complete 5/05 - Agreed that a reconciliation would take place in any month where we fall below our base level of expected income as this means someone has unsubscribed). Item closed.
12	Finance meeting to be held to discuss: <ul style="list-style-type: none"> • appointment of a new accountant • Rental prices 	JP	4/04 - Raised 2/05 - Finance meeting held. Item closed.
13	Future agenda item required on closure of Cae Ni Field in relation to public right of way (agree date)	LR	4/04 -Raised 2/05 - Closure will happen in Autumn – remain on action log for discussion in September.
14	Future agenda item required on date of AGM	LR	4/04 - Raised 2/05 - Agreed to discuss in June's meeting, for planning in August.
15	Transfer of solar account and need for a named individual. RM to approach RH	RM	4/04 - Raised 2/05 - in progress
16	AJ to send RM the final complaints policy for publishing on website	AJ	4/04 - Raised 2/05 - Completed, item closed.
17	AJ to follow up with TW on PPL PRS invoice	AJ	4/04 - Raised 2/05 - Has been paid – item closed.
18	LD & JH to investigate safeguarding signposting posters for hall	LD/JH	2/05 - Raised
19	New accountant to be instructed	LR	2/05 - Raised
20	Bonfire Night	ALL	2/05 - Discussion to begin in June regarding planning
21	GDPR and ICO	SC	2/05 - SB to investigate GDPR policy and ICO requirements – to be added to agenda for June.
22	Debit card for cash payments	JP	2/05 - JP to request a debit card to enable cash payments locally.

