

## **Devauden Hall Committee Meeting**

### **10/02/2026**

#### **Present**

Trustees: Liz Davies, Lyndon Rowlands, Jon Penn, Suzanne Chilcott, Julia Hitchcock, Chris Jackson, Alun Jones

Richard May, Lynn May, Paul Hickman, Andy Owen, David Maddocks.

Apologies: Richard Harrison

#### **Minutes**

1. The Trustees approved the last meeting minutes.
2. No matters of conflict arising.
3. Matters Arising - John Wesley Memorial
  - a. LD spoke with the DCC who have advised a letter will be sent to the Chair of DH regarding joint responsibility for the Memorial. LR had not yet received the letter at the time of the meeting.
4. Finance
  - a. Bank balance currently stands at c.£24,796
  - b. The accounts are currently with the accountant for the previous year - RM has explained the late submission to the Charity Commission (year end change of dates). The accountant will undertake an audit and should provide the output by the end of next week.
  - c. Monthly income/expenditure breakdown to be provided via Xero. It was noted that forward-bookings cover fixed costs for the year. RH will put values next to each of the hall bookings in the spreadsheet.
5. Playground
  - a. SC will add PC, LR and RH to a Whatsapp group to organise a date to fix the park swing, end of February/early March.
  - b. Signs asking park users to respect neighbours have been erected as requested by MCC.
  - c. Another poster will be put up by the park entrance with a QR code to ask for feedback, so that we can ascertain where people are travelling from to use the park and if the park is catering for the community as desired.
  - d. A freedom of information request from a complainant has been responded to and documents provided (invoices were redacted due to commercial confidentiality of suppliers). It was noted that this is not the first time the individual has made a complaint against the hall to third parties. It was agreed that AO/AJ would assist in drafting an updated complaints policy.
  - e. All agreed that the playground is a hugely important and valuable community asset and is well used by local families as well as those

who travel to the area specifically for the upgraded facilities. Hall bookings (especially birthday parties) have evidently increased due to the upgraded park facilities, meaning additional income for the Charity. It was noted that the "How To" guide, written by LM following the process for applying for grants for the playpark, has been used by at least two other community halls to assist with their bid-writing. This shared learning and collaboration has strengthened ties with our neighbouring villages. JH advised that the Scouts love using the playpark and feedback from the children and parents is extremely positive.

## 6. Events

- a. The Pop-Up Bar was a huge success, making a profit of £174 for the Hall. It was noted that many locals attended the event (additional tables had to be laid out) who have not attended events for some time. It was very well received by the local community; the trustees thanked PH and AO for the success of the evening, along with all other volunteers who gave their time.
- b. Bar Items:
  - i. PH queried who would be authorised to count the bar takings; it was agreed that LD would do the count and trustees would cash this in at the Post Office.
  - ii. AO and PH would like to increase the number of trained bar staff. The training involves guidance notes and a quiz and helps to ensure consistency behind the bar.
  - iii. There is a documented relationship between the festival bar and the hall bar (outgoing and incoming stock) - all agreed to maintain this relationship moving forward.
- c. Pete Gardiner to be invited to the next meeting to discuss the summer fete. LR had not been able to get hold of PG last month but will ask him to arrange an interim meeting. LM has written a detailed briefing document on how to run a fete. First Aiders have already been booked. It was noted that other suppliers will need to be booked soon. All agreed the dog show went down well last year. It was noted that the loud speaker was not loud enough for announcements last year and needs boosting.
- d. An event will be held in the church on 18th April - Johanna Harman has requested use of the sign on the green for advertisement on this date - all agreed this could go up after the pop-up bar on 3rd April.
- e. All agreed to review hall rental prices to ensure it covers hall costs. It was noted that there would be a difference between a commercial venture and a community venture when hiring the hall, as well as

separate costings for use of the fields, etc. This should be researched for the next meeting by Trustees.

- f. Devauden Races is being held by SARA - RH is the point of contact for the hall.
  - g. Devauden Festival - ticket sales are running higher than in previous years at the same time - the target should be met in terms of numbers.
  - h. LR invited DM to speak at this juncture; DM had joined the meeting to state his concerns to the trustees regarding the organisation of Devauden Festival. The Trustees thanked DM for his attendance and for raising his concerns, which were gratefully received. Subsequently, the Trustees agreed that the complaint should be documented by DM in writing so that it can be addressed formally. The Chair will write to DM.
7. Community Council
- a. The Community Council would like to gift 6 cherry trees to the hall; all agreed this would be accepted. SC will respond to JW.
8. Top 60
- a. The bank accounts to collect standing order funds need to be changed to the Hall's new bank account from 1st April. RM has emailed all Top 60 members to request this action. The committee also agreed to put the cost of membership up to £5pcm, which was communicated in the same email.
  - b. SC will email Top 60 Winners from March onwards. JP and LD will organise payment via the bank account.
9. Hall Maintenance
- a. No issues to raise
  - b. LD advised a quote was received for deep cleaning the ovens and extractor, which all agreed to.
  - c. LR to increase insurance to ensure it adequately covers the playpark.
  - d. It was noted that the DCC had advised they would set a sum aside each year for maintenance of the playpark, which would be put in a ringfenced fund for playpark use.
10. AOB
- a. Chris Jackson has offered his resignation as Trustee from the end of this meeting, due to other commitments. All Trustees thanked Chris for his time and efforts in volunteering for the Hall and the Festival. CJ handed keys back to the Trustees.
  - b. Due to CJ's departure, a seat is open for a trustee on the festival board of directors. The group agreed to assess over the coming months; agreed that a representative from the festival would provide an update report to the Trustees ahead of each meeting.
  - c. RM will remove CJ from the Charity Commission.

d. Next meeting will be held on 10th March.

#### Action Log

| Item | Action                                                           | Owner |
|------|------------------------------------------------------------------|-------|
| 1    | Values put next to bookings on bookings spreadsheet              | RH    |
| 2    | Add PC, LR and RH to group to agree date for playpark swing fix  | SC    |
| 3    | Complaints policy to be reviewed                                 | AO/AJ |
| 4    | Meeting to be held regarding the Fete                            | PG    |
| 5    | Review hall rental prices against market rates                   | ALL   |
| 6    | Request complaint regarding Devauden Festival be made in writing | LR    |
| 7    | Respond to DCC to accept gift of Cherry Trees                    | SC    |
| 8    | Organise deep clean of oven and extractor fan                    | LD    |
| 9    | Increase insurance to ensure it adequately covers the playpark   | LR    |
| 10   | Remove CJ from Charity Commission                                | RM    |
| 11   | Circulate bar training for new users                             | AO    |