

Devauden Hall Committee Meeting

14th July 2026

Present

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

Minutes

1	Meeting Introduction
	1. The Trustees approved the last meeting minutes. 2. No new matters of conflict arising. 3. Review of actions - Previous actions were discussed and log updated.

2	Finance & Accounts
	- C. £17,000 in bank account - The village fete brought in c. £2413.86 (to be confirmed) - to be split three ways. - SB received utility information updates for electricity rates, which were circulated to the group. JP to review. - Action to review any bills and documents still in RM's name and update accordingly. - Group to review new Charity Commission guidance (CC20) to ensure adherence.

3	Events
	Devauden Festival - The festival directors have provided an updated position in respect of 2026's festival. The trustees are reviewing information provided. Village Fete - The village fete was successful despite the very hot weather and all agreed that the turnout was good. - The Trustees passed their thanks on via LD to the WI, as 16 members were helping on the day. - The Trustees also record their thanks to Sue and Dave Maddocks for the barbecue. - The Trustees also gave their thanks to Pete Gardner for running the event. - Agreed a donation should go to the Kestrels gymnastics for their entertainment on the day (£200 floated). - The Trustees were informed that leftover meat in the fridge was taken by a hall user the next day; LR to confirm how much was taken so that costs can be covered. - PG to confirm how much the Ice Cream stand was booked for. - The feedback on the magician was not as positive - entertainment next year to be reviewed. Pop up Pub - LR to confirm if this is to run in August after speaking with AO & PH.

	Bonfire Night - SC, LD and AJ met with JH regarding the Bonfire Night. Key decisions required as follows: - Tim and Jeremy are happy to assist with submitting docs to ESAG - group confirmed happy with this. - SC to apply for a TEN - Agreed £2,000 budget for fireworks - JH to pick up with Scouts re volunteering / SC to pick up with SARA - Noted early call-outs for volunteers required - Agreed to have less traders this year to ensure more income for the traders - agreed to look at 20% of take for a pitch. - Ticket prices will be £5 each or £15 for 4. - Gates will open at 6pm, fireworks at 7pm - exact timings will be publicised to allow those with horses to make arrangements. - SC to look into costings for popcorn machine. Folksy (Open Air Shakespeare) - SC advised we have broken even on ticket sales. Advised 6 volunteers are required. - TEN granted, risk assessment and event plan completed. AGM - A separate meeting will take place to organise the AGM. - Agreed a chair will be voted in / appointed. - AJ advised that he is not officially vice-chair, although the website does state this. External Bookings of Note - Shirenewton PTA have booked the hall for their annual summer fete.
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4	Hall Maintenance
	- The fridge freezer has food within it - RH to investigate. - LD has looked into a roller towel for the kitchen - this would be £56.42 for the year with 26 visits per annum (Initial Washroom). All agreed to proceed (SB advised a quote could be provided from Cathedral Hygiene to compare) - The door was locked from the inside which cost the hall £1,500 to replace the locks. Investigation into how this happened to take place, and if it will be covered by insurance.

5	Policies and Admin
	- RH and JH to look into DBS requirements. - Other policies for review are the Health and Safety policy, Fire Safety policy, GDPR policy and information security policy. - LD to circulate code of conduct - Group agreed to review policies annually. - RH to check Hall User agreement covers risk assessments (hall user's remit). - Noted that users should be removed from the shared drive if no longer on the committee. Reporting

	- A hall visitor reported that children were playing naked in the park one Friday evening which raised a safeguarding concern. The communication is being dealt with by AJ and JH. -
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6	AOB
	- LD provided the DCC grant form for the John Wesley memorial; SC to complete the form. All agreed the request is for £750 - In Post Lockers to be investigated by AJ.

Action Log

Item	Action	Owner	Update
1	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. 09/06 - complaint response drafted, final review underway. To be sent to complainant by Chair on behalf of Trustees. 4/07 - LR to send complaint response
2	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 09/06 - carried over 4/07 - carried over
3	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 12/05 - LD to review policy and check cover for playpark and other items. 09/06 - review underway- may need top up cover for the zipline, zipline has been tied up until resolved. 4/07 - action complete, insurance in place and zipwire untied. Item closed.

4	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. LR to investigate whether we can get a grant to complete the work. Another mail out for volunteers scheduled for August. 09/06 - carried over 4/07 - carried over for August meeting
5	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. 4/07 - carried over
6	Future agenda item required on date of AGM	LR	4/04 - Raised 2/05 - Agreed to discuss in June's meeting, or planning in August. 09/06 - date agreed as 3rd October. Planning to take place in July's meeting. 4/07 - Separate meeting agreed to discuss AGM
7	Transfer of solar account and need for a named individual. RM to approach RH	RM	4/04 - Raised 2/05 - in progress 09/06 - in progress 4/07 - action complete, item closed.
8	LD & JH to investigate safeguarding signposting posters for hall	LD/JH	2/05 - Raised 09/06 - JH updated the group- see Policy section of minutes. 4/07 - JH to deal with signposting and signage
9	Bonfire Night	ALL	2/05 - Discussion to begin in June regarding planning 09/06 - group voted on bonfire planning committee. SC to pick up with JH. 4/07 - updates in Events section
10	GDPR and ICO	SC	2/05 - SC to investigate GDPR policy and ICO requirements – to be added to agenda for June. 09/06 - carried over 4/07 - carried over
11	Debit card for cash payments	JP	2/05 - JP to request a debit card to enable cash payments locally. 09/06 - carried over 4/07 - carried over
14	Bookings Pack Review	RH	09/06 - RH to review bookings pack to ensure it covers safeguarding and other Hall

			policies. Group to review pack to see what it contains. 4/07 - carried over as RH not at meeting
15	Christmas Show	SC	09/06 - SC to investigate what is available for the Christmas show via Night Out and will report back 4/07 - in discussion with possible troupe - update in August
16	DBS Checks	JH RH	09/06 JH and RH to investigate DBS requirements for safeguarding leads 4/07 - carried over
17	Safeguarding Policy	RM JH	09/06 JH to provide safeguarding policy to RM for website 4/07 - posters need to go up, carried over
18	Policies for review	LD	09/06 - LD to review Code of Conduct 4/07 - carried over
19	Electricity utility rate to be reviewed	JP	14/07 - item raised
20	Investigation into the door lock issue (it was locked from the inside) to take place and whether this is covered by insurance	LR / LD	14/07 - item raised
21	In Post / Post Lockers investigation	AJ	14/07 - item raised
22	DCC Grant for John Wesley Memorial refurb to be submitted	SC	14/07 - item raised