

Devauden Hall Committee Meeting

13/01/2026

Present

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

Richard May, Paul Hickman and Andy Owen as observers.

Apologies: Richard Harrison

Minutes

1. The Trustees approved the last meeting minutes. It was requested that the minutes are circulated to all meeting attendees rather than just trustees, for approval.
2. No matters of conflict arising.
3. Finance
 - a. Bank balance currently stands at c.£23,000
 - b. The hall has received c.£2,500 in income from the solar panels (into the HMH account). RH has been pursuing this and will request a statement.
 - c. JP is now assigned to the treasurer@ email address, invoices are usually sent here. JP will deal with invoices, LD is happy to approve on the banking app.
 - d. RM happy to remain as an administrator on the Hall GoogleDrive until someone else can take over. AJ to become admin too.
 - e. Insurance renewed in December, paid via standing order. RM to ensure policy docs are in the shared drive. All to note that if the gazebo or marquee is used off-site, this should be covered by the event organiser's insurance rather than the Hall's.
4. Events
 - a. A query arose regarding private hire of tables, chairs and marquees offsite. All agreed not to proceed due to risk of damage and insurance requirements.
 - b. The Scouts Quiz Night will take place on 24th January; SC to post on Socials.
 - c. Discussion held regarding the proposed pop-up bar in the Hall, due to the pub reopening in 2026. It was queried whether it was worth the Hall running the pop-up in the interim, as the cost may not be justified. All agreed that the pop-up bar should run in the interim but would not compete with the pub when it opens later in the year (date TBC). RH to confirm with Table Tennis - the bar will open on the first Friday in

February. RM to do PR, SC to post on Socials and to get in touch with village website.

- d. It was queried whether the Hall carpark could be used as overflow parking for the pub. The committee decided that this would be declined to avoid conflicts with hall events.
- e. LR would like to organise a summer social, with music. As this would be close in date to the village fete and Devauden Festival, and the summer holidays, it was agreed this idea should be put on hold for the time being and revisited in the coming months.
- f. Pete Gardiner to be invited to the next meeting to discuss the summer fete. LR to invite PG plus ST.
- 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. A 4 day license has been obtained for a number of years. JH noted that the cost of a catering pitch has increased since last year and asked for the rationale behind this, and what the vendors were receiving in return. It was advised that this should be picked up directly with the festival.
- h. RH to add 2026 bookings to the Hall diary and ensure this is accessible to the committee. RM to design a poster for regular bookings, to be displayed outside the Hall.

5. Community Council

- a. A complaint has been received regarding the bin on the public footpath next to the hall, which is not owned by DH. SC passed this onto the DCC for review, and contacted MCC to ask for the bin to be emptied urgently.

6. John Wesley Memorial

- a. The John Wesley memorial on the green is falling into a state of disrepair; Paul queried who was responsible for its maintenance. CJ to approach DCC to understand if it can be collaboratively maintained - all agreed that a fundraiser could be required to raise funds. LR to assess who is responsible for insurance and what the cost of repair would be. LD to approach Jackie Williams regarding fundraiser in John's memory as he was an advocate for the memorial.

7. 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 to email all Top 60 members to request this action. The committee also agreed to put the cost of membership up to £5pcm, which will be communicated in the same email.
- b. RM to continue handling Top 60 winners for now - this will need to move to someone else in due course.

8. Playpark

- a. MCC have requested signage in the playground to remind families to respect neighbours. Group agreed wording, RM to design and print sign.
- b. SC to put Pete Chilcott in touch with LR and RH regarding swing repair and apologised for the delay over Christmas.

9. AOB

- a. Kitchen Audit
 - i. LD asked when the fire extinguisher is reviewed; RM advised annually, around May. PAT testing is due in April - RH to organise this.
 - ii. LD advised a deep clean is required, along with information folders that are easily accessible for the accident book, checklist of items, user guides, etc. This should include an inspection form and form for users to check the fridge temperature, etc.
 - iii. JH to ask Scouts to review first aid box to ensure all required items are covered.
 - iv. It was noted that Paul and Andy have no liability for the drinks cupboard. All agreed to change the lock on the cupboard and supply keys on a requirement basis.
 - v. The boiler has been serviced today.