

## **Devauden Hall Committee Meeting**

**10/03/2026**

### **Present**

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

Plus: Richard May, Paul Hickman, Richard Harrison, Andy Owen, Tim Walker, Jeremy Horton.

Apologies: Julia Hitchcock, Lynn May.

### **Minutes**

1. The Trustees approved the last meeting minutes.
2. No matters of conflict arising.
3. Devauden Festival
  - a. JH and TW joined the meeting to update the Trustees on 2026's Devauden Festival, and to answer questions from the group.
  - b. Trustees confirmed that the nominated Director to replace CJ is LR; TW will update Companies House.
  - c. The festival is ahead on ticket sales to-date based on previous years (approx. 25%), with a marked shift to weekend tickets over day tickets.
  - d. Devauden residents will be offered a discount code via a letter available from the village shop (per household). This will be advertised on the Hall social media and within the newsletter.
  - e. The festival relies on volunteers and TW/JH emphasised the importance of volunteers; volunteers will get free entry to the festival in exchange for 6 hours of time (either before or during the festival).
  - f. The final Welsh Government grant payment is still pending but should be available soon.
  - g. The group discussed contingency plans; TW advised that there is more cover on the site than in previous years and more seating in covered areas (such as the bar) in case of rain. The festival is able to generate its own power.
  - h. Trustees asked how the hall can help: JH and TW advised this continues to be infrastructure items (fridges, canvas insured by the festival, etc.) and as many volunteers as possible.
  - i. It was noted that the Festival makes payments to other charities as thanks for providing services (such as car parking, etc), which the Trustees were in agreement with.
  - j. The Festival committee are undertaking regular reviews of the site ahead of the festival. There are approximately 30 in the festival management team and the core team are still from Devauden.
  - k. Trustees thanked both JH and TW for attending and for providing updates.

#### 4. John Wesley Memorial

- a. Refurbishment is required to the display board - key to the sound box was within the keys handed back by CJ.
- b. Group agreed a fundraising evening would be a good route forward - possibly an auction night in Autumn in conjunction with an evening in memory of John Rowlands (with proceeds to Parkinsons UK and the John Wesley memorial).
- c. LD will approach the community council regarding contribution towards costs (estimate costs are approx. £1000).

#### 5. Bar & Events

- a. The second pop-up bar went well, with c.£1k made across both pub nights. Agreed that the toys and mats should be in the hall next time rather than in a separate room for safeguarding and supervision purposes. Next pub night is Good Friday. PH to speak to Ben (fish and chip van) to enquire about the fish and chip van. All thanked Andy, Paul and volunteers for running the successful pop-up bars.
- b. The Scouts have enquired about running catering for Hall events - recently they catered the Hall Bingo night successfully. All agreed this would be considered for future events.
- c. An enquiry has been received regarding a pop-up burger van in the village; RH to liaise with the owner to see if this can be taken forward.
- d. A Midsummer Night's Dream in the Open Air will now take place on Saturday 1st August; date change prevents clashing with an outdoor Shakespeare performance at Chepstow Castle and all agreed Saturday was a more suitable day. SC to create tickets and liaise with Night Out. Agreed it would be best to hold the performance in the field adjacent to the Hall and have parking in Cae Ni (closer to toilets, etc) - although the park noise may be an issue. SC to liaise with Company.
- e. PG was unavailable for a meeting in February regarding the Fete and there was some concern amongst Trustees about the timescale for organising the Fete. LD to visit PG to better understand the plans.
- f. LD advised more mugs are required for the kitchen; RH to purchase more.

#### 6. Playground

- a. Park swing has been fixed by PC/RH/LR, with thanks from Trustees. The group discussed whether rubber bumpers may be required; this is for review.
- b. There have been 32 responses so far to the park survey. The last question is "would you use the Hall for birthdays or other events since

redevelopment?" - 62% have answered yes. The park is a great ambassador for the Hall.

## 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 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.
- c. JP to undertake reconciliation in April to understand who has moved over and if we need to contact any subscribers who are still paying into the old account.

## 8. Hall Maintenance

- a. Oven and extractor fan deep cleaning has been booked by LD.
- b. An email has been received regarding an opening in the fence in the Cae NI field. RH has investigated; 60% of the fence is flat or non-existent. The area is overgrown and needs cutting back, but it was noted that this cannot take place until September due to nesting birds. All agreed that a sign should be put up to ensure field users are aware that it is not secure (particularly those walking dogs) so that adequate precautions can be taken. RH will establish a working party of volunteers to fix the fence in the autumn. RM to include in next newsletter.
- c. LR to increase insurance to ensure it adequately covers the playpark.
- d. Oil has been ordered (noted oil prices are spiking).
- e. The Scouts have asked for a pulley system on a wall for flag raising - all in favour.
- f. RH updated that bookings are going brilliantly, including a number of weekend bookings and a holiday club.
- g. LD provided insight on other hall costs. One local hall is £15 per hour for a minimum of 2 hours. Research is ongoing. All agreed that Hall hire costs would need to increase from January 2027 (6 months notice to be given to regular bookings). Increase is to be determined.
- h. RH queried if the Hall toilets should be opened through Easter; all agreed yes unless there was conflict with any Hall bookings.

## 9. AOB

- a. AJ to review complaints procedure and pull a draft together.
- b. Next meeting will be held on 14th April.

### Action Log

Item	Action	Owner	Update
1	Values put on bookings in bookings spreadsheet	RH	10/02 - Raised 10/03 - Ongoing
2	Add PC, LR and RH to group to agree date for playpark swing fix	SC	10/02 - Raised 10/03 - Closed, swing fixed.
3	Complaints policy to be reviewed	AO/AJ	10/02 - Raised 10/03 - Action rolled over, AJ to review
4	Meeting to be held regarding fete	PG	10/02 - Raised 10/03 - LD to pick up with PG as meeting is now urgent
5	Review Hall rental prices against market rates	ALL	10/02 - Raised 10/03 - Some research undertaken, carried over.
6	Request complaint regarding Devauden Festival to be made in writing	LR	10/02 - Raised 10/03 - No further feedback, item closed.
7	Respond to DCC to accept gift of cherry trees	SC	10/02 - Raised 10/03 - SC responded, will liaise with DCC regarding planting ceremony. Item closed.
8	Organise deep clean of oven and extractor fan	LD	10/02 - Raised 10/03 - Deep clean booked in
9	Increase insurance to ensure it adequately covers the playpark	LR	10/02 - Raised 10/03 - Ongoing
10	Remove CJ from charity commission	RM	10/02 - Raised 10/03 - Action complete, item closed.
11	Circulate bar training for new users	AO	10/02 - Raised 10/03 - Item carried over
12	LD to discuss John Wesley memorial contribution costs with DCC	LD	10/03 - Raised
13	More mugs required for kitchen	RH	10/03 - Raised
14	Pop-Up burger van - RH to liaise with owner regarding next steps.	RH	10/03 - Raised

15	Village Fete: LD to visit PG to ensure organisation is progressing	LD	10/03 - Raised
16	Cae Ni Fence - working group to be established by RH, RM to email in newsletter	RH / RM	10/03 - Raised
17	Sign to be designed for Cae Ni field to advise it is not secure	RM	10/03 - Raised
18	Reconciliation of Top 60 payments to take place in April	JP / SC / RM	10/03 - Raised