**12th April 2021 Llannon Community Council**

**Hall Committee Meeting**

**Minute no. 1 – Members Present**

 **Councillors**:

K Thomas

N Holman

D Jones

P Williams

L Williams

G Jones

M Jones

L Davies

Councillor D Jones presided over the meeting

**Also present:** The Clerk, Chris Bowkett (RFO) Mandy Owen (late arriving).

**Minute no. 2– Apologies for Absence**

No apologies were received.

**Minute no. 3 – Declarations of Interest**

There were no declarations of interest.

**Minute no. 4 – Asset Management and Insurance Values**

The RFO provided an overview to his previously circulated report including an updated asset management report based upon a stocktake of assets, and a copy of the current insurance policy schedule. The RFO confirmed that he is broadly satisfied that the insurance policy schedule matches the assets of the Council which require insurance cover. Issues raised by members of the council included the following:

* There is a need to locate which councillors have borrowed laptops from the Council for access to Council meetings.
* The insurance value for the piano appears too low. The RFO indicated that he has not updated any of the insurance values from the original schedule and he was inviting the views of the council members on the matter. It was agreed that it is important that the insurance values are now reviewed to reflect current values.
* CCTV equipment appears to be missing from the schedule.

It was **resolved** to request the RFO to complete a review of the schedule and provide a further report in due course. Members of the Council agreed to offer assistance to the RFO in completing this exercise.

**Minute no. 5 – Future operations in preparation for opening of hall**

The RFO provided an overview to this previously circulated report. The following matters were noted:

* There continues to be a problem with the access to and management of the Tumble Hall and the Llannon Community Council Facebook account. It was agreed that the Council should follow up with its current enquiry to Facebook to resolve this matter, however, the council also agreed that a new Facebook account should be established.
* There is a problem with access to the online diary. It was agreed that it is also important to ensure that previous staff do not have access to future diary activities. It was therefore **resolved** that a new diary page on the Google system should be established with protected access.
* It was **resolved** to set up a new online facility for online ticket sales, however, it would be preferential to use a PayPal account as opposed to Ticketsource for a new system.

The RFO provided an overview of discussions he has had with previous regular hirers of the hall. It was noted that a number of the regular hirers could not confirm when they may recommence their activities at the hall.

There is currently some uncertainty as to the operation of the sound and lighting equipment as none of the remaining staff are competent in the use of the equipment. It was agreed that any future acts should bring their own equipment where possible to avoid any issues until such time as staff receive appropriate training. Prior to use of any of the existing sound or lighting equipment it was agreed to get Llwyd Henniman to inspect the equipment.

**Minute no. 6 – Future Youth Work**

The possibility of establishing some form of youth activity was discussed. The Chair suggested that Laura Davies has expressed an interest in this.

**Minute no. 7 – Marketing Manager/Cleaner**

It was **resolved** that a discussion regarding the post of Marketing Manager and Cleaner be referred to the Personnel Committee.

**Minute no. 8 – Profitability of Tumble Hall**

It was **resolved** to defer consideration of this matter to a future meeting as there was insufficient time for a full debate on the matter.

**Meeting ended at 7.30 pm**

**Signed ............................................................. Date .................................... Chairman**