



Llanfairfechan Community Hall
Annual General Meeting
Monday 21st July 2025 6:30pm Ray Jones Hub

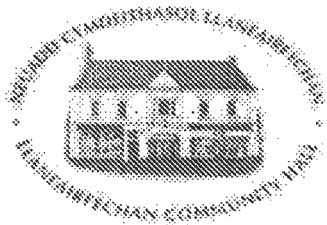
1. Apologies for absence
2. Minutes of the previous AGM 23rd September 2024
3. Chair's Address
4. Treasurer's Address
5. Election of Officers:

Chairperson	
Vice Chairperson	
Treasurer	
Secretary	

Llanfairfechan Community Hall
Committee Meeting following AGM

1. Finance Report and Current payments request
2. Any other urgent matters

Llanfairfechan Community Hall
Village Road
Llanfairfechan LL30AB
01248 681697 / 07720 867647



Llanfairfechan Community Hall
Bookings and information:
Llanfairfechan Community Hall Online
[Booking \(hallbookingonline.com\)](http://Booking(hallbookingonline.com))

Llanfairfechan Community Hall AGM Monday 23rd September 2024

1. Apologies for absence

Carol Edwards; Sara Green; Dave Martin

2. Minutes of the previous AGM 20th June 2023

These were read and accepted as a true record. No matters arising

3. Chair's Address

Chair's Address was given by Cllr Andrew Hinchliff

I am pleased to report that Llanfairfechan Community Hall provided venue space for some very exciting events during 2023/24 including:

- Llanfairfechan Festive Fayre 2023 – Food and Artisan market, Community Market and Santa's grotto
- Llanfairfechan monthly Food and Artisan Markets
- Community Players events and plays
- Children's Dance company shows
- Breathworks and Belly dancing events
- Welsh language. Bilingual and English bands and choirs
- Wrestling Shows
- Big Green Week clothes swap, green market, book, and plant swaps

In addition, we have provided a weekly venue for many different community wellbeing sessions supporting fitness and dance providers. It's good to be able to report that the hall is a really vibrant community venue and has a growing reputation across Conwy. We have had a number of wonderful concert evenings with a bar, which are very much thanks to our committee member Sara Green, who now holds the premises licence for the building, leading to our hall being recognised as a good venue for Conwy's Winter Sounds Programme.

Significant progress has been made:

1. A Business Project Officer has been appointed for 2024 and work has been undertaken to update the booking and invoicing procedures with a much

more robust system that makes sure hiring income is maximised. The funding for this contract ends on 31st October 2024, future funding for this post is subject to a funding bid.

2. Having a contracted officer with a full focus on the hall has progressed the plan to fit solar panels and new heating. Several grant applications have been prepared to fund this and they will be submitted for 2024/25
3. The hall now has LED lighting throughout which will reduce costs by 80% and reduce the carbon footprint of the hall as suggested in our energy audit from 2022
4. The hall sound and multimedia system has been upgraded and we can now offer professional standard tech for visiting bands and events.
5. The hall is now part of a BFI /TAPE film project to bring cinema to communities. We have just received a new commercial projector and inflatable screen to support this project and film shows are due to start during the winter of 2024, we had a successful trial event only last night.
6. Refurbishment of the old bank rooms in the hall. The CCBC work on the guttering has been completed and the rooms are no longer damp. This will need external funding to take forward and will be considered during 2024
7. A big development is the imminent transfer of building ownership from Conwy County Borough Council to the Llanfairfechan Community Hall Committee which is due to take place shortly. As a charitable body, this will allow us to apply for significant building grants to care for the building and take our enterprise forward.

4. Treasurer's Address

2024 Treasurer's Report by Cllr Chris Jones

This has been a challenging year financially with the fuel increases reducing our reserves considerably and leading to a £21,165.67 loss in the year 2022/23.

This was expected and a lot of committee work has taken place to secure development grants to help us become sustainable in the future.

2022/2023 Financial information:

Balance brought forward 1st November 2022: £32870.56

Rental income: £16229.50

Lotto Lwcus income: £250.50

Outgoings: £37608.38

Closing Balance on 31st October 2023: £11742.18

Thanks to Chris Potter for all his work in 2023/24 to professionalise the booking and invoicing system – this is all helping to financially secure the future of the hall.

5 Election of Officers for 2024/2025:

Chair: Cllr Andrew Hinchliff

Vice Chair: Cllr Christine Roberts

Treasurer: Cllr Chris Jones

Secretary: Cllr Nia Jones

End of meeting was declared at 6:20pm

2025 Chair's Address: Cllr Andrew Hinchliff

2024/2025 has been a historic year for Llanfairfechan Community Hall and one that will continue to drive future sustainability throughout the years. Significant milestones were achieved:

- The building ownership was transferred from Conwy CBC to the Llanfairfechan Community Hall Committee in December 2024. All maintenance and management of the building is now handled by the Directors, staff and volunteers



- The old hairdresser's area was refurbished and grant funding received to set up the Ray Jones Education and Training Hub and IT equipment was received to support adult learning in the local area.
- Grant funding was sought and received to start the process of conversion to green energy with infrared heaters installed in the Council Chamber and Ray Jones Hub
- Other grant funding was received to pay for solar panel installations, and the changeover is due by the end of August in readiness for the winter season
- The implementation of the Luxor Community Cinema. The first film shown was the Sound of Music. This was not shown first time around as the Llanfairfechan Luxor Cinema closed in 1964 just before the film premiere.
- Increase in in house events such as Charity Auction, Eurovision Night and cinema showings are helping the sustainability of the hall for future use by the community
- Expansion of the range of hirers at the hall to include more community groups and private parties – a wider range of services available including the cinema screen

None of these developments could have been achieved without the dedicated work of Chris Potter who is currently contracted to lead on the sustainability project aims and objectives. Chris has worked tirelessly, above and beyond, to save the future of the hall by expanding and professionalising the service. Diolch yn fawr / Thank you very much to Chris, the volunteers, the Town Council staff and the Llanfairfechan Community Hall committee for their hard work and commitment in protecting this valuable community facility.

Signed and dated:



Outlook

2025 Treasurers report: Cllr Chris Jones

From Chris Jones <chris.jones@llanfairfechantowncouncil.co.uk>

Date Tue 01/07/2025 11:07

To Secretary - Community Hall <secretary@llanfairfechancommunityhall.co.uk>

2025 Treasurers report: Cllr Chris Jones

A much better year this year, venue bookings up and grant aid up.
We've turned a £21k loss into a £10k surplus which will go into ongoing maintenance and improvements to the building, which will be considerable over the next few years.

2023 / 2024 Financial information

Balance brought forward : £11,742.18

Rental income: £32,793.53

Lotto Lwcus income: £414.00

Grants: £51.232.78

Outgoings: £74,279.86

Closing Balance 31/10/24 : £21,902.63

Sent from my iPad

[illegible]



Director's Meeting Council Chambers 6.30pm Monday 14th July 2025

1. Attendance & Apologies

Chairperson	Cllr Andrew Hinchliff	Apologies
Vice Chairperson	Cllr Christine Roberts	attended
Treasurer	Cllr Chris Jones	attended
Director	Carol Edwards	attended
Secretary	Nia Jones	attended
Business Developer	Chris Potter	attended

2. Business Developer progress report

- i. **Auction** – very successful, Credit to W took £1000.00 doesn't include a scope, plate set x10, x3 sandwich stand, x2 cake stand stand dated 1882 contacted auctioneer in Colwyn Bay
65" tv donated using at the hall for media in the Lloyd Hugh room.
- ii. **Equitment hire-** 13 tables, 60 chairs charge £185
 - a. Total rental charge for July £350
- iii. **Solar Panels-** coming in August, Cai is on standby for any damaged slates
- iv. **Heating-** can be controlled by app on smartphones as well as control on box
 - a. Agreed that Mel Owens to remain as contractor
 - b. Andrew Drake is coming to sort gas heating on 28th July
- v. **Grants** – Garfield Weston applied for, added few extras that was required
 - a. Elgan CVSC is in contact with us on new grants that are available to us,
 - b. Tesco need to ring as now has ended
 - c. We didn't get Screwfix, Asda, can reapply in 12 months
 - d. Applied for UKSPF
- vi. **Quotes and bills -**
 - a. Quote come in for new main hall flooring between £31,000, - £46,000
 - b. Fix it all Paul new door latch on disabled toilet £156.00
 - c. Bill for replacement and seal of toilet in lady's downstairs charged Morris's dancers £72.59
- vii. **Summer Cinema** shows showing on wednesdays one 3.30pm and two 7.30pm first 3 weeks in August
- viii. **Egging-** back on board 3 days a week Engerineering consult
- ix. **Surveys** – Forms are placed out at events, will be having a table at coop and at the artisan markets
- x. **Bookings** for July 200 hours

3. Any other Business

- i. To put signs up on the front doors for no parking as emergency exit
- ii. Equire for new insurance cover – village hall insurance
- iii. Alun & Carol to help with Welsh Language common phases for social media
- iv. Cinema for party over weekend – hirer left laptop too long and projector went into sleep mode



Staffing Meeting

Monday 14th July 11 am

1. Payments for Chris Potter
 - i. Chris wishes to stay as self-employed for the time being
 - ii. Will be putting invoice in at £1000.00 per month
 - iii. Will be putting in volunteering time also
 - iv. Was agreed, but have stated that grants are needed to pay salary,**
 - v. TC Grant – could ask for more if needed**
2. On call
 - i. Directors / Committee members to take on out of hours Phone
 - ii. Each person to rotate the phone so that Chris P can take a full day or weekend off
 - iii. Each member to have a key for the front door
 - iv. Have agreed, will take to directors meeting and to full committee**
 - v. To create a crib sheet**
 - vi. Committee & directors to have a walk around hall for basic knowledge of fire safety and alarms, where fuss boxes are located, how heating works**
3. Banking
 - i. Jayne to Transfer to Coop Banking
 - ii. Directors to sign mandates for payments
 - iii. Jayne and Chris P to set up a finance system
 - iv. In agreement with item**

Cash Sheet 2023-2024														
	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Totals	
Income:														
Venue hire	4,027.10	605.00	1,105.00	514.00	6,741.25	1,386.50	2,390.00	1,442.50	1,720.14	2,140.50	3,702.50	7,019.04	32,793.53	
Grants	242.50		49,687.80	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,302.48	51,232.78	
Investment/Lotto Lwcus	32.50	23.00	26.00	32.50	31.00	32.00	40.00	32.00	32.00	47.50	40.00	45.50	414.00	
Total Income:	4,302.10	628.00	50,818.80	546.50	6,772.25	1,418.50	2,430.00	1,474.50	1,752.14	2,188.00	3,742.50	8,367.02	84,440.31	
Expenditure:														
Development contract SPF					1250.00	1808.00	1896.00	2264.00	1992.00	2418.00	1208.00	4016.00	16852.00	
Fire protection					226.80	82.68					162.00		471.48	
Electricity	1420.00	1420.00	1420.00	1420.00	1420.00	1420.00	1420.00	1420.00			600.00	600.00	12560.00	
Gas		139.51	1229.02	1441.14						600.00	600.00	6320.13	147.47	10477.27
Water		397.19						490.94					888.13	
Lift Servicing								144.00					144.00	
Petty Cash					150.00								150.00	
Insurances	62.31	62.31	62.31	62.31	62.31	62.31	62.31	2615.57	62.31	62.31	63.00	62.78	3302.14	
Telephone and fibre	120.91	124.50	120.91	120.91	120.91	129.80	129.80	129.80	129.80	129.80	129.80	129.80	1516.74	
Raw Materials														
Equipment														
Marketing														
Supplies and admin		120.00							389.52				509.52	
Repair/Maintenance		95.00	72.00			30.00			160.09			30.00	387.09	
Bank Charges	7.24	9.46	6.12	6.20	6.81	6.88	9.02	7.24	5.00	6.62	6.78	6.88	84.25	
MISC and SPF fund	129.98	210.00		7550.16			2428.00	34.00	550.00	7289.06	1500.00	7246.04	26937.24	
Total Costs:	1,740.44	2,577.97	2,910.36	10,600.72	3,236.83	3,539.67	5,945.13	7,105.55	3,888.72	10,505.79	9,989.71	12,238.97	74,279.86	
Bank Statement 31/10/2024														
Opening Balance	11,742.18													
Closing Balance	21,902.63													
Cash sheet balances														
B/F														11,742.18
Income														84,440.31
Expenditure														74,279.86
Total year end	21,902.63													

Independent Examiners Report to the Llanfairfechan Community Hall Limited – Charity No: 1140427

I report on the accounts of Llanfairfechan Community Hall Limited for the year ended 31st October 2024 which is set out on the following page.

Respective Responsibilities of Trustees and Examiner

The charity's trustees are responsible for the preparation of the accounts. They consider that an audit is not required for this year (under section 43(2) of the Charities Act 2011) and that an independent examination is needed.

It is my responsibility to:

1. Examine the accounts (under section 145 of the act)
2. To follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 145(5)(b) of the act)

To state whether particular matters have come to my attention.

Basis of Independent Examiners Report

My examination was carried out in accordance with the General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the given by the accounts.

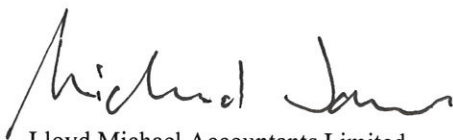
Independent Examiner's Statement

In connection with my examination, no matter has come to my attention.

1. Which gives me reasonable cause to believe that in any material respect requirements
 - To keep accounting records in accordance with section 130 of the Act; and
 - To prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act

have not been met; or

2. To which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Lloyd Michael Accountants Limited
5-6 Castle Buildings
Station Road
Llanfairfechan
Conwy
LL33 0AN

9th October 2025

Llnafairfechan Community Hall Limited

Statement of Account For The Year Ended 31st October 2024

	£		£	£
Current Account Income:		Current Account Expenditure:		
Brought Forward 1st November 2023	11,742.18	Business Development Contract		16,852.00
Grants received	51,232.78	Insurance		3,302.14
Venue Hire	32,841.03	Light & Heat		23,037.27
Lotto/Lwcus	366.50	Water Rates		887.83
		Bank Charges		84.25
		Telephone		1,516.74
		Stationery		1,374.00
		Misc Expenses:		
		Companies House Fee	34.00	
		PPL Licence	389.52	
				423.52
		Repairs, Renewals & Maintenance:		
		SPF Fund Expenditure	23,305.26	
		Maintance & Repairs	2,940.12	
		Fire Protection	471.48	
		Window Cleaning	85.25	
				26,802.11
	<u>96,182.49</u>			<u>74,279.86</u>
		Balance Carried Forward		<u>21,902.63</u>
	<u>96,182.49</u>			<u>96,182.49</u>
Funds at 31st October 2024				
Bank Balance - Current Account	<u>21,902.63</u>			

Date: 9th October 2025

Invoice No 5816

Chris Potter
Llanfairfechan Community Hall Limited
Llanfairfechan Town Hall
Village Road
Llanfairfechan
LL33 0AA

To: Professional fees:

Preparation of Charity Accounts for the year ended
31st October 2024.

Examination of Trust records in accordance with
Charities Act 2011.

Submission of Accounts to Companies House.

175.00

VAT

35.00

£210.00

Terms: Nett

Cheque Payments: Lloyd Michael Accountants Limited

BACS: Payments: Sort Code: 09-01-51: Account No: 60003288

Card Payments: All Major Credit Cards Accepted