

## **LISVANE MEMORIAL HALL SECRETARY'S REPORT FOR THE YEAR 1 MARCH 2024 TO 28<sup>th</sup> FEBRUARY 2025**

From reading the other Officers' reports, you will see that Lisvane Memorial Hall (LMH) remains on a firm financial footing. We revisit our hire charges regularly and want to keep them as low as possible, whilst still having the ability to maintain the premises to a high standard, and improve them for the benefit of users.

We have continued as a team of eight Trustees with a wide range of expertise that, I believe, serves LMH well. We are stewards of the facilities and will hand them over to those who succeed us. However, we would be very happy to increase the number of Trustees if anyone is interested. We meet monthly, and the business of running LMH is varied and interesting.

The Trustees wish to express their thanks to Cardiff City Council and our Ward Councillors for their granting of the Section 106 monies that have allowed us to carry out major improvements in, and around, the Main Hall.

We have revised or introduced various policies this past year. I would like to thank David Tooke for drafting a Financial Governance policy that introduces financial controls that had not previously been documented. Our Health & Safety policy is more comprehensive and our GDPR policy has been updated. We have also introduced a Safeguarding policy with the result that the security of the building is of paramount importance, and we have upgraded our system so that we know precisely when any key fob has been used to gain entrance to the building. We encourage all organisations using LMH to consider whether they should have a Safeguarding policy. Is there the potential for persons at risk to be at your event? I.e. Children under 18 years old and vulnerable adults.

Anthony Spear, our Caretaker, and Clare Cann, our Booking and Invoicing Secretary continue with their various tasks and lift a large burden from the Trustees. Thank you both, and thank you to my fellow Trustees.

*Carol H. Barrett*

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LMH Secretary 7<sup>th</sup> May 2025