

**Minutes of the Meeting of Llanishen Parochial Management Committee,
held at The Hall/Y Neuadd, Llanishen on
Wednesday 20th February 2008.**

Committee Members Present:

David Jones (Chairman), Debby Blakebrough (Vice-chair), George Weston (Secretary), Jocelyn Hickling (Treasurer & Booking Secretary), Martin Sullivan, Muriel Jones, Babs Hempstead.

Apologies:

Andi Francis

1. Public Participation

None.

2. Chairman's inaugural briefing to new committee:

David gave a brief overview of achievements during the past 12 months and looked forward to what needs to be done for the immediate future.

Works on the bike track and amphitheatre will begin again in the spring, when the ground has dried out. Insurance cover will be enhanced to include these areas before they are brought into use, and rules drawn up regarding their use. Jocelyn has received a mailshot from an insurance company who specialise in village halls, and will be seeking a quotation. The positioning of the bike area and amphitheatre differs slightly to that shown on the approved plan but MCC Planning have approved the change as a minor amendment. It was emphasised that all works on these areas is sponsored by two local businessmen, and fully approved by the Local Authority. It was emphasised that we need to keep the area safe during the construction period.

The youth club goes from strength to strength and has benefited from the acquisition of the new teenage inflatable and the air-hockey table (not to mention the organ!).

Bookings for the hall remain buoyant, with Wednesdays currently being the only completely free day. Because of the popularity of the hall, it is becoming a little shabby in places, and re-decoration will be on the agenda shortly.

We need now to concentrate on completing outstanding projects rather than tackle new initiatives, and that will be the emphasis of this year's committee. It is recognised that proposals have been approved by the committee for a gazebo and for conversion of the upper part of the art room into an office / IT room. However, these will require grant-aid, planning permission and building regulations approval, which will take up much committee time. These two projects will therefore be placed on the back-burner for the immediate future.

We are still awaiting confirmation of approval (or otherwise) of our grant application in respect of the multi-sports court.

Publicity, marketing and advertising need to be coordinated and optimised, and to this end, David will be speaking to a local resident who is expert in these areas and who has offered to help. In the meantime, it was agreed that a quarterly “village hall update” would be published in The Village News.

A proposal that a “Village Hall” sign be erected on the B4293 road was approved.

Action:

George to contact MCC Highways Dept. and request that a sign be provided.

3. Minutes of last ordinary meeting to be agreed:

The agenda for the meeting was distributed to members, together with copies of the minutes of the Ordinary meeting of 5th December 2007, which were agreed as a true record.

4. Matters Arising from Last Minutes and not on the agenda:

None

5. Hall Constitution:

It was explained to the new members that the hall charity’s “scheme” – otherwise known as “the constitution”, whilst containing all the rules necessary for running the charity, had become outdated and contains references to the old hall’s land, user groups that no longer exist, etc. Therese Gray, an ex-chair of the hall committee and a senior solicitor with the Welsh Assembly Government, has agreed to communicate with the Charity Commission on our behalf and submit proposals for the drawing up of a new scheme that reflects the new hall and its operations. This process is nearing completion.

Action:

George to liaise with Therese for final proposal to be produced and to put this forward to the committee for approval at a future meeting.

6. Finance:

a. Treasurer’s Report:

The Treasurer distributed the monthly income and expenditure breakdown, which showed a current net surplus for the first month of the year of £296.42.

b. Outstanding bills / cheques for signature:

Bills for oil supply and heating received. Cheques signed.

c. Auditing of 2007 accounts:

Action:

Jocelyn to engage an auditor.

7. Recreation Area for Glebe Field:

a. Progress:

Covered in item 2 above.

Action:

David to progress purchase and planting of trees around sewage-treatment plant.

b. Rectification of sewage problem:

David has met with MCC's Environmental Health Officer and the surveyor for the Church In Wales (who are the landowners of Rowan House). It has been agreed that works will start in March to lay a pipe from Rowan House across the field to an existing manhole. The agreed route of the pipe is such that any need to move it in future as a result of further works on the field should be minimal, if at all.

c. Tidy up Glebe Field:

Fencing to be re-erected Thursday 21st Feb (David, George, Debbie).

Update: Has been done.

Action:

David to hire a skip. When on site, to advise rest of committee, who will clear all debris from field, and also dispose of unwanted and unsaleable items from hall building.

8. Funding/Grant applications, etc:

Still awaiting information from Welsh Assembly Government on success or otherwise of our grant application.

9 Maintenance, cleaning and purchase of new items:

a. Maintenance/repairs:

David has replaced slats on disabled ramp.

Broken toilet seat in ladies' loo and dripping tap in kitchen.

Action:

David to replace / repair and claim reimbursement.

b. Replacement of damaged gate:

Mr Stiley has written admitting responsibility and offering to provide and install a new gate. Offer accepted but no progress since.

Action:

George to contact Mr Stiley and give him one more chance to do job. Otherwise, to arrange ourselves, claim on insurance and name Mr Stiley in the claim.

c. De-clutter of hall:

See item 7c above

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10. "Meet and Greet" rotas for the next month:

Sue is away currently.

Action:

Jocelyn to speak to Angela Paley and ask if she can help in the meantime.

11. Forthcoming Fund-raising events:

Llanfihangel concert: 29th March. Martin advised that cheese and wine will be provided.

Action:

Martin to confirm if bar licence required.

New item – May Ball:

A chance for people to get glammed up and have a good time!

Action:

George to confirm availability of “Prolapse” and “Doctor Rock”.

Update: Availability confirmed for Saturday May 24th.

New item – Amphitheatre, June 21st.

Suggestion for midsummer’s night event at amphitheatre.

To be discussed at next meeting.

Action:

Jocelyn and Debby to form a sub group to begin planning the

May Ball and Amphitheatre event.

12. Publicity/Marketing:

a. Website:

George confirmed that Jeff Edgson has now completed the first working version of the new hall website. Improvements and additions will be made but we are able to launch the new site now.

The website address is www.llanishenhall.org.uk

Action 1:

George to email local residents, put up notices and put an item in The Village News.

Action 2:

David and Debby to form a sub group and prepare a marketing strategy as a result of consultation with a local resident who is an expert in these areas. The strategy will be a basis for discussion during the next meeting

Hall Handbook: A debate followed on how this should be structured, given that most of the information is now on the website. Perhaps a well-designed flyer would be best? To be discussed at next meeting.

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13. Health and Safety:

Curtains:

To avoid further damage, curtains to be strapped back out of the way.

Action:

David to arrange.

14. I.T.

a. Remote heating control:

Ongoing (Jeff Edgson)

b. CCTV:

George reported that system still not compatible.

To discuss possibilities at next meeting – maybe see if grants are available for a professionally-installed system?

15. Any Other Business / Items for next month's agenda:

None

16. Correspondence:

Letter from Mr Stiley re gate (see item 9b above)

17. Date of next meeting:

Thursday 13th March 2008, 7.30 pm at The Hall