

**Minutes of the Meeting of Llanishen Parochial Management Committee,
held at The Hall/Y Neuadd, Llanishen on
Thursday 13th March 2008.**

Committee Members Present:

David Jones, Debby Blakebrough, George Weston, Jocelyn Hickling, Martin Sullivan, Andi Francis, Babs Hempstead. Jeff Edgson (I.T. and website).

Apologies:

Muriel Jones

1. Public Participation

None.

2. Minutes of last meeting to be agreed:

The minutes of the February meeting were agreed as a true record.
A copy has been given to Jeff for publication on the hall website.

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

None

4. Hall Constitution:

George is finalising the agreed amendments to the constitution and will soon be in a position to give these to Therese Gray for submission to the Charity Commission on behalf of the committee.

Action:

George provide Therese with final details of changes.

5. Finance:

a. Treasurer's Report:

Jocelyn distributed the monthly income and expenditure breakdown, which showed a current net surplus of £162.99.

b. Outstanding bills / cheques for signature:

To be completed within the next few days.

c. Auditing of 2007 accounts:

Jocelyn has sent the 2007 figures to the Charity Commission with the annual return. Accounts are still to be audited.

Action:

Ongoing: Jocelyn to engage an auditor.

d. Pottery kit:

Andi has established that the kiln will not give off excessive heat and that ventilation in the boiler room is adequate. All that is required would be to move the existing power outlet.

Action:

Andi to talk to Esther and go through the art-club “wish list”. Obtain final costings and liaise with Jocelyn re purchase details.

6. Recreation Area for Glebe Field:

a. Progress:

Works will be recommenced shortly, when the field has dried out. David has looked at the bike track and has decided that a membrane and scalpens should be laid between the humps. Ongoing.

A discussion followed about trees to screen the sewage works. Possibilities included a natural countryside hedge (which would contain thorns - possibly not a good idea?) willow hedging, which would take naturally to the damp soil, and leylandii hedging, which although requiring regular maintenance would be evergreen, dense and “soft”.

Andi offered to consult Beca for best options and to report back. Note: it is getting a little late in the planting season and unless container-grown trees are purchased – which would be more expensive than bare-rooted - we might have to wait until next winter to ensure that the new trees “take” properly.

We may need also to contact Welsh Water to see if they have any comments about planting trees near to their works.

Action:

1. Andi to talk to Beca re options.
2. David / George to check with Welsh Water.

b. Rectification of sewage problem:

Pipe for sewage from Rowan House to the sewage works should be laid soon – contractors awaiting dry conditions.

c. Tidy up Glebe Field:

Fencing re-erected (David, George and Debby).

Skip is now on site – Jocelyn and George have cleared metal and rubbish from the bonfire site. Tree stumps to be moved to the woodland to rot naturally.

Skip also to be used for unwanted/unsaleable items in the hall. An “all hands to the pump” day was scheduled for Sunday 6th April for this task.

Action:

1. George to circulate email asking for volunteers.
2. All to attend on 6th April to tidy up hall and site. Start time 10.00 am.

7. Funding/Grant applications, etc:

David, Jocelyn and George attended a feedback meeting with Richard Fowler of the Welsh Assembly Government on 6th March. They were advised that our grant application had not scored sufficient points to be successful but was otherwise found to be an acceptable project. Richard explained that the WAG operated as a “funder of last resort” for the whole of Wales for community projects and that applications were subject to scoring by a panel. Because of this, they require evidence of rejection by other funding organisations. Also, extra points could have been gained by providing further evidence in the form of letters of support from the local MP and AM, and perhaps also a petition from local residents.

Richard indicated that we should gain more favourable support were we to submit another application together with the evidence listed above. We would not be required to submit all the other enclosures again – i.e. plans, planning permission documents, etc. We would just refer to the previous application's reference number.

David suggested co-opting a new committee member for fundraising. He has someone in mind.

Action:

1. George to canvass David Davies MP, Nick Ramsay AM, Trellech United Community Council for letters of support, and to ask other funding organisations if they could provide funding of some £80,000 for our scheme in the upcoming financial year.
2. Debby to start a petition.
3. David to speak to potential co-optee.
4. Andi to get letters of support from Youth Leaders and members of youth club, and to approach Sue for letters of support from soft-play mums.

8 Maintenance, cleaning and purchase of new items:

a. Maintenance/repairs:

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 still not provided and installed a new gate.

Action:

George to contact Mr Stiley and give him one more chance to do job, with a deadline of 2nd April. If not done by then, we will make arrangements ourselves, claim on our insurance and name Mr Stiley in the claim.

c. De-clutter of hall:

Clear-up day, Sunday 6th April, 10.00 am (see also item 6 above).

Also on that day to photograph unwanted/saleable items for selling on eBay (Andi to arrange).

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

Sue is now back.

10. Forthcoming Fund-raising events:

a. Llanfihangel concert: 29th March:

Martin advised that bar licence will not be required.

Action:

Martin to liaise with Jocelyn re piano.

b. May Ball:

Date fixed for 24th May.

Prolapse and Dr Rock booked – usual "fundraiser" rates agreed (i.e. services provided free of charge!)

Tickets to be sold for £10 each. All members to sell tickets.

Theme – “Upstairs, Downstairs Ball” (Posh or scruffy!)

Bar licence required.

Publicity – Village News; May edition, posters, email. Website.

Action:

1. George to apply for bar licence
2. Publicity – to be arranged after marketing meeting (David & Debby – see item 11 below)
3. Tickets to be printed (who?)

c. Amphitheatre opening event, June 21st.

Midsummer's night event at amphitheatre.

Jeff suggested that the event could perhaps include the storyteller, as proposed at an earlier meeting. Or if not, then perhaps we could consider this for later in the year – Halloween, perhaps?

Action:

Jocelyn and Debby to begin planning the event. Ongoing.

11. Publicity/Marketing:

a. Website:

Website up and running. Notices posted locally, article put in the Village News and emails sent to local residents drawing their attention to the new website.

Jeff will be adding a “what’s new” section shortly. Martin has already provided Jeff with details of the Llanfihangel music evening.

The website address is www.llanishenhall.org.uk

b. Hall Handbook:

More news on this following marketing meeting (see d. below).

c. Notice board posters, Village News etc.

See d. below.

d. Marketing:

David and Debby will be meeting David Longdon on 14th March to discuss marketing and fundraising strategies. Martin suggested that we should seek sponsors and advertise these on the website. To be included in discussions.

12. Health and Safety:

Curtains:

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

Action:

David to arrange.

Review:

Action:

Andi and Martin to liaise with Keith Weller and Sue Mossman for a health and safety review to be carried out.

13. I.T.

a. Remote heating control:

Jeff has estimated that equipment would cost about £600 plus labour. We would need to get system designed and for the job to be priced.

Action:

Andi to speak to "Ollie" and liaise with Jeff accordingly

b. CCTV:

George reported that the system had been repeatedly tested by himself and Jeff and it still does not work. The hard disk system / software seems to be at fault.

Action:

George to return kit to Andi, who will be going back to Hong Kong later in the year and will take it back to the supplier for testing.

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

None

15. Correspondence:

Letter from Monmouthshire Youth Service – passed to Andi.

Text of draft letter to TLT solicitors agreed. George to send.

16. Date of next meeting:

Wednesday 16th April 2008, 7.30 pm at The Hall