

**Minutes of the Meeting of Llanishen Parochial Management Committee,
held at The Hall/Y Neuadd, Llanishen on
Wednesday 16th April 2008.**

Committee Members Present:

David Jones, Muriel Jones, Debby Blakebrough, George Weston, Jocelyn Hickling, Martin Sullivan, Andi Francis, Babs Hempstead.

Apologies:

None

1. Public Participation

None.

2. Minutes of last meeting to be agreed:

The minutes of the March meeting were agreed as a true record.

A copy has been sent to Jeff Edgson 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 to provide Therese with final details of changes. Ongoing.

5. Finance:

a. Treasurer's Report:

Jocelyn distributed the monthly income and expenditure breakdown, which showed a cumulative current net surplus of £718.58.

Bookings remain strong. New hirings for later this year include a theatre company (2 events) and an international chess tournament. Badminton is now a regular event on Thursday evenings.

b. Outstanding bills / cheques for signature:

Boiler repairs ongoing – awaiting invoice after completion (also see item 9b below)

No cheques for signature.

c. Auditing of 2007 accounts:

Jocelyn has spoken to Peter Mossman who will provide the name of an auditor

Action:

Ongoing: Jocelyn to liaise with Peter about appointing an auditor.

d. Insurance:

The NFU Mutual policy is due for renewal in November. However, due to recent events and developments, increased cover will be required, for trustees' indemnity and for the recreation facilities on the Glebe Field. Jocelyn has spoken to NFU and is awaiting a quotation from them. She has also been in touch with Norris & Fisher, who specialise in village hall insurance. We need to provide a statement for insurers as to how we are going to run the sports activities, and we would be required to provide a written risk assessment. We will also need to decide whether to change policies mid-year or add the extra risks to our existing policy.

Action:

1. Jocelyn to proceed with obtaining quotations, and to set up a sub-committee to discuss details and report back to next meeting.
2. Andi to write risk assessment.

6. Recreation Area for Glebe Field:

a. Bike Area:

Works are now almost complete. Andi and David are checking out drainage and will also be obtaining some surfacing material for laying between the humps. Currently hand-picking stones from the area. More help needed in this respect. It was agreed that we would purchase and erect a gate at the entrance to the Glebe Field (not to be locked) to which would be attached a notice stating access and usage conditions.

Andi proposed that a 20ft x 8ft shipping container be purchased and stationed next to the sewage works, to be used as a bike repair/storage facility. After a discussion about durability and security of such a container as opposed to a shed, it was agreed that the container, although less aesthetically pleasing, would be more appropriate – and cheaper (about £800). It would require painting in an unobtrusive colour dark green? It would probably also need planning consent – to check this out. Funds were voted for purchase of the container and for a planning application if required.

Action:

1. Everyone to help with stone-picking when in the area.
2. Andi & David to continue with drainage and surface-laying.
3. Andi to obtain price quotation for container.
4. George to speak to MCC Planning and if, as suspected, permission is required for a container, to submit an application.
5. Andi to purchase and arrange for installation of gate and notice, and check out wording of notice.

b. Amphitheatre:

Construction works now complete. David Hathaway has kindly agreed to sponsor top-soiling and seeding, which Ian Morgan will commence shortly. Andi and Ian will arrange for clearance of building materials from the site when fully complete.

c. Working parties:

As and when required.

d. Landscaping/screening/trees: (also see b. above)

Chris Knight has advised planting a natural countryside hedge to screen the sewage works. However, this will take several years to mature, so it would be a practical solution to plant some fast-growing leylandii cypress in front of the hedge, to be removed when the natural hedge has grown to an acceptable height.

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 and David to pursue with Chris Knight and Beca re hedge.
2. David to check with Welsh Water.

e. Removal of stone wall:

Andi to arrange for selling stone – buyer to arrange removal.

f. Rectification of sewage problem:

Pipe for sewage from Rowan House to the sewage works has not yet been laid - should have been done in March.

Action:

1. David to contact Church In Wales Surveyor for update.
2. George to remind MCC Environmental Health Officer that work not yet done.

7. Funding/Grant applications, etc:

a. WAG grant:

George has re-submitted our revised application to the Welsh Assembly Government for funds for the proposed multi-sports court, including further evidence, letters of support, etc., as requested by the WAG at the recent feedback meeting. The application has been accepted in time for their twice-yearly funding round. We should know whether or not our application has been approved by September.

b. Other grants required:

It was agreed that we should seek quotations for re-decoration of the hall, which is starting to look shabby. Grants would be sought following the receipt of quotations.

Action:

Muriel and Babs to obtain quotations, for discussion at a later meeting.

David is working on co-opting new committee members for fundraising purposes. Ongoing.

8. Pottery Kit:

A discussion followed regarding the kit required for the pottery/art club, for which funding had already been agreed in 2007. In response to questions, Andi confirmed that he had spoken to Esther and was satisfied that the items required (kiln, etc.) were justified and would be used. The kiln would, in any case have a resale value. There are two groups – adults and children – and attendance is good. However, once the extra kit is obtained, this would lead to increased attendance following appropriate marketing and publicity. It was agreed to

purchase the required equipment.

Action:

Andi and Jocelyn to arrange for purchase, as per quotation already received.

9. Maintenance, cleaning and purchase of new items:

a. Maintenance/repairs:

Guttering repair needed at rear of hall.

Action:

David to repair. To borrow ladder from Andi.

b. Heating system problems:

The heating system has failed a few times during the last month. David and George have been trying to keep it going but last week it reached a stage where it would not stay on for more than a few hours at a time. A heating engineer, Les Lewis, was called in and has identified some faults, including a water leak (faulty valve) air intake/exhaust problems, control box/reset control fault and a faulty room thermostat in the committee room. The system is also due for its annual service.

Mr Lewis has ordered the required parts and will return to fix all problems as soon as the parts arrive and to carry out the annual service.

c. Replacement of damaged gate:

David and George have spoken to Mr Stiley, who has said that he has been busy and is dealing with someone in Monmouth. This was agreed to be too vague, bearing in mind that he damaged the gate last October.

Action:

George to write to Mr Stiley and give him 21 days to complete the work, failing which, we will claim on our insurance for the supply and installation of a new gate, and to name him in our claim.

d. De-clutter of hall / skip:

Almost complete. However, we need to get out the golf game and photograph it ready for sale on eBay.

Action:

1. All to attend on Sunday 20th April, 12 noon to 2.00 pm and help put out golf game, photograph it and put it away again. Also to throw away any remaining rubbish in the skip.

2. David to arrange for collection of skip.

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

In hand (Jocelyn).

11. Forthcoming Fund-raising events:

a. May 24th event:

Debby and Jocelyn reported that the event will be entitled Tiaras and Ties! Colour scheme (whatever that means!) – pink, green and purple.

Catering for 80.

Bar licence required.

Action:

1. Jocelyn and Debby to carry on planning the event, liaising with rest of committee by email / phone as required. To agree ticket pricing, catering, publicity, etc. and keep everyone informed.

N.B. Details required for May edition of Village News by April 25th at the latest!

2. George to apply for bar licence.

b. Amphitheatre opening event.

It was agreed to put back the event to July or maybe early August.

Action:

Andi to confirm date with Jocelyn and Debby

12. Publicity/Marketing:

a. Website:

Website www.llanishenhall.co.uk now contains a "what's new" section.

George continues to provide update requirements to Jeff Edgson.

(It is noted that Jeff may be moving [emigrating!]. shortly. We will need to consider how to run the website when this happens).

b. Marketing sub-committee:

David has met with David Longdon and they have agreed a two-pronged strategy:

i. To build and increase hall revenue

ii. To win hearts and minds.

David L will shortly be speaking to Jocelyn re details, prior to the next meeting.

c. Hall Handbook:

More news on this following marketing decisions as above. George already has some text that can be used.

d. Village News etc.

Babs requested that a monthly list of forthcoming events be supplied to her.

Action: Jocelyn to arrange

13. Health and Safety:

Curtains:

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

Action:

David to arrange.

Review:

Andi reported that Sue Mossman and Keith Weller previously completed risk assessments for the building.

Andi will complete risk assessments for the Glebe Field.

Action:

David to find risk assessments for building
Andi to do risk assessments for field.

14. 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. Ongoing.

b. CCTV:

George has returned the kit to Andi, who will get it checked out

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

Babs has been talking to a dance teacher, who has offered to run a "taster session" for sequence dancing. This may well become a regular activity, depending on attendance.

It was confirmed that the hall is normally free on Wednesday evenings.

Action:

Babs to arrange a Wednesday "taster session" with dance teacher and book hall with Jocelyn.

15. Correspondence:

Letter from WAG confirming receipt of funding application.

Letter from Peter Dorrell & Co, flooring contractors, offering to re-seal the hall floor (decided not to take up their offer, as Carron is keeping the floor in good condition.)

Letter from MCC Planning confirming that the amended plans for the Glebe Field are acceptable and that records have been amended accordingly.

Letter from TLT Solicitors, confirming that, following receipt of our letter of 14th March 2008, they will not be entering into any further correspondence with the committee and consider that the matter is now closed.

16. Date of next meetings:

Wednesday 28th May 2008

Wednesday 25th June 2008

Both at 7.30 pm at The Hall