

**Minutes of the Meeting of Llanishen Parochial Management Committee,
held at The Hall/Y Neuadd, Llanishen on
Wednesday 28th May 2008.**

Committee Members Present:

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

Apologies:

Muriel Jones

1. Public Participation

None.

2. Minutes of last meeting to be agreed:

The minutes of the April 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 has submitted the list of agreed amendments to the constitution to Therese Gray for submission to the Charity Commission on behalf of the committee and has emailed copies of our schedule of suggested amendments to all committee members.

5. Finance:

a. Treasurer's Report:

Jocelyn distributed the monthly income and expenditure breakdown, which showed a cumulative current net surplus of £490.21. This did not include the takings from the recent "Ties & Tiaras" function; these will appear on next month's statement.

David highlighted the problem of increased oil prices and noted that we may need to review hire rates as a result.

Martin asked about progress on the proposed high interest account. Jocelyn explained that she is currently comparing offerings from Abbey, RBS, etc. and will present her findings to the committee soon.

b. Outstanding bills / cheques for signature:

A list of outstanding bills for settlement was attached to the finance report.
Expenditure was approved and cheques were signed.

c. Auditing of 2007 accounts:

Ongoing.

Action:

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

d. Insurance:

Ongoing

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:

The surfacing material (obtained free of charge) has proved to be too stony for the track. This will be used instead as a hard surface to be laid near to the site of the proposed shipping container next to the sewage works.

Topsoiling is continuing.

The gate at the entrance to the Glebe Field will be installed soon. One post has been installed already (waiting for Jon Paley to complete).

It was agreed to purchase notices to go on the gate and at other points, detailing usage and access requirements.

Action:

Andi and George to agree text for notices.

Jocelyn is still hopeful that a shipping container can be obtained for little cost – more news on this later.

It was agreed to submit a planning application for the container (20ft x 8ft) in any case.

Action:

George to prepare planning application and submit to MCC.

Jocelyn to provide George with cheque for £159, payable to MCC, for planning fee.

b. Amphitheatre:

Construction works, topsoiling and seeding now complete. A screening fence is to be erected along the long side of the sewage works, using split logs kindly donated by Amanda and Peter Copp.

The official opening date for the bike area and the amphitheatre was set for Saturday 12th July. Currently awaiting confirmation of availability of male-voice choir and perhaps an acoustic band.

It was agreed to run a bar and sell food.

In order to defray extra expense incurred in the construction of the amphitheatre by means of a bucket-collection on the day.

Action:

1. Andi / Jocelyn to arrange publicity
2. George to apply for bar licence.

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.

Ongoing.

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 – Mr Holland interested. Buyer to arrange removal.

Action:

Andi to liaise with buyer

f. Rectification of sewage problem:

Pipe for sewage from Rowan House to the sewage works has been laid but apparently has not yet been connected, as leakage is still apparent on to the field. It is assumed that they are waiting for Welsh Water's engineers to make the connection into the main sewer.

Action:

David to liaise with Paul Minaur and the Church In Wales Surveyor for update.

7. Funding/Grant applications, etc:

a. WAG grant:

Ongoing – WAG have advised that we should get a decision around September.

b. Other grants required:

George produced a flyer from MCC advertising community grants.

Action:

1. George to email flyer to committee
2. David to contact Hilary Pugh-Jones to see if she would be willing to take on the task of applying for grants on behalf of the committee.

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.

8. Pottery Kit:

Cheque raised for kit and order to be placed shortly.

Action:

When kit arrives, to promote/advertise.

9. Maintenance, cleaning and purchase of new items:

a. Maintenance/repairs:

Guttering repair needed at rear of hall.

Ongoing

Action:

David to repair. To borrow ladder from Andi.

Decorating:

Some quotations received. Agreed that quotes should be made on a room-by-room basis. Same colour scheme throughout, apart from foyer, which should be a brighter colour. Looks like overall cost for whole building will be in the region of £2,000.

Ongoing

b. Replacement of damaged gate:

Mr Stiley has now replaced the gate. Andy has gate furniture, which will be fitted when time permits.

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

In hand (Jocelyn).

11. Forthcoming events:

Barebones Theatre Company, 27th/28th June
Bar required. George has applied for temporary event notice.

Amphitheatre opening event, 12th July (see 6b above).

Chess tournament – end of July.

12. Publicity/Marketing:

a. Website www.llanishenhall.co.uk

George in discussions currently with Jeff Edgson about keeping "what's on" section updated, publication of minutes, dates of next meetings, transfer of website and ISP from Madasafish to Plusnet, etc.

Ongoing

b. Marketing sub-committee:

David Longdon currently busy but will liaise with David and Debby when he has some more spare time.

c. Hall Handbook:

Need some more photos – Roy / Julie

d. Publicity:
Glebe Field Open Day:
Publicise in Village News, Mon. Beacon and Free Press.

13. Health and Safety:

Curtains:

Ongoing

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

Action:

David to arrange.

Review:

Andi will complete risk assessments for the Glebe Field.

Ongoing

Action:

- 1. David to find risk assessments for building**
- 2. Andi to do risk assessments for field.**

Rubbish:

Was left out too early after last function and was got-at by animals.

We need more bins.

A discussion followed about MCC not collecting rubbish but still requiring payment of a proportion of business rates.

Jocelyn and George explained that until last year, village halls enjoyed a discretionary 100% rebate of business rates. MCC changed their policy and reduced the rate rebate. We receive nothing from MCC in return – not even a rubbish collection.

Action:

- 1. David to purchase some plastic bins**
- 2. Debby to talk to County Cllr Jeff Mitchell and lobby about reinstating 100% rate relief for village halls and/or reinstating rubbish collections.**

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.

Ongoing – to discuss at next meeting

Action:

Andi to speak to “Ollie” and liaise with Jeff accordingly. Ongoing.

b. CCTV:

George has returned the kit to Andi, who has had it checked out and confirms that it has a fault.

Action:

Andi to obtain replacement.

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

(a) Dance classes (Babs):

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.

Ongoing – no further news

Action:

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

(b) Hire rates

David has noticed that some village halls offer reduced rates for local people.

A discussion followed and it was undecided whether or not to pursue this option.

Action:

To discuss at next meeting

(c) Loan/hire of tables:

It was noted that Llanfihangel Community Projects would like some trestle tables for forthcoming events. Agreed, provided that they are counted all out and counted all back!

16. Correspondence:

Easement documents from MCC Legal Services for sewage pipe across field received from MCC.

Signed and returned to MCC.

Letter from Rural Community Action requesting details for their Village Hall website www.monmouthshire-halls.org.uk

Details provided and our hall now appears on the website.

Correspondence from MCC re grant availability.

Copies have been emailed to all committee members.

17. Date of next meeting:

Wednesday 25th June 2008

7.30 pm at The Hall