

**Minutes of the Meeting of Llanishen Parochial Hall Management Committee,
held at The Hall/Y Neuadd, Llanishen on
Wednesday 25th June 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 May 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:

Ongoing – no further update from Therese Gray.
Martin has met with the Llanfihangel Projects Group and discussed the proposed updates. He will liaise with George outside the meeting to discuss points raised. George confirmed to Martin that all committee members are trustees of the charity, and the “trustees of the land” referred to in the constitution are now defunct, as the old hall’s land has been sold and we lease the land for the new hall from MCC. This illustrates the need to update the constitution, as this is just one of many anomalies in the old one!

Action:

Martin to provide George with Llanfihangel points.

5. Finance:

a. Treasurer’s Report:

Jocelyn distributed the monthly income and expenditure breakdown, which showed a cumulative current net surplus of £647.09. This includes the takings from the recent “Ties & Tiaras” function, which made a profit of £350. Although we continue to maintain a healthy balance sheet, Jocelyn stressed the need to keep costs under control, particularly as the summer period traditionally generates less income (but costs continue to accumulate!).

b. Outstanding bills / cheques for signature:

A list of outstanding bills for settlement was attached to the finance report. Expenditure was approved and cheques have been raised.

c. Auditing of 2007 accounts:

Jocelyn has approached an auditor and will arrange for accounts to be audited.

In answer to a question, George explained that we are only required to publish our annual accounts, as presented to the Annual General Meeting and submitted to the Charity Commission. We are not required to publish monthly updates, which are for committee interest only.

Action:

Jocelyn to arrange for audit.

d. Insurance:

Jocelyn has prepared and presented proposals to NFU and Norris & Fisher. Quotations expected very soon for approval by the committee.

Action:

Ongoing (Jocelyn)

e. Hire rates:

David is in the process of comparing our current rates with those of other halls in the area. It is noted that oil prices are increasing at an alarming rate, and that energy is the main factor that impinges most on our costs. We need to ensure that we cover our increased costs whilst still attracting customers, and perhaps also examine special rates charged to regular local groups (both existing and new). David will discuss possibilities with Jocelyn and report back at next meeting.

Action:

Ongoing (David)

6. Recreation Area for Glebe Field:

a. Bike Area:

Now in place and being used. Minor adjustments to ramps taking place – to be checked by Andi for safety.

Andi has obtained notices and has already erected one near the bike area.

Other notices to be erected at all points of access on to the glebe fields.

Jon Paley has installed the new gate – one gate-post still to be erected.

Martin will talk to MCC about possibility of them accepting liability for sporting and recreational activities on the field.

Hilary Pugh-Jones has volunteered to be the Hall's fund-raiser (she doesn't wish to become a committee member) and this has been accepted with thanks. She is already exploring possibilities for fund-raising with MCC.

Fencing to be installed when split logs obtained from Amanda and Peter Copp.

Posts to be obtained (round, 4ft).

Action:

1. Check safety of ramps (Andi)
2. Erect notices (all – under direction of Andi)
3. Install gate post (Andi / Jon Paley)
4. Talk to MCC re liability (Martin)
5. Obtain / install fence (Andi, David & George).

b. Working parties:

As and when required.

c. Landscaping/screening/trees:
Ongoing.

d. Removal of stone wall:
Andi to arrange for selling stone – Mr Holland interested. Buyer to arrange removal.

Action:
Ongoing (Andi)

e. Risk Assessment
Andi to organise

f. Rectification of sewage problem:
Pipe for sewage from Rowan House to the sewage works has now been connected. We need to ensure that the Church In Wales's contractor carries out reinstatement works to the field and track as soon as possible.

Action:
1. David to supply contact details for Church In Wales's surveyor.
2. George to write to Church In Wales

g. Container:
Decision re procurement of container to wait until planning application determined. Jocelyn has provided George with cheque for planning fee. George to prepare and submit application to MCC as soon as possible.

Action:
Submit planning application for container (George)

7. Funding/Grant applications, etc:

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

b. Other grants required:
Hilary Pugh-Jones now dealing (see also 6a above).

8. Pottery Kit:

Prices have now increased but Esther negotiating currently with supplier.

Action:
Ongoing (Esther/Andi)

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.

b. Decorating:
David has received two quotations, which were quite similar.
It was agreed that the following work needs to be done initially – main hall, foyer

and committee room (kitchen and art room don't need doing).

It was agreed that David would choose contractor(s) as required and arrange works.

Action:

Arrange works (David)

c. Rubbish Collection:

George has highlighted this (and also the problem of village halls' business rates) for submission by Trellech United Community Council to a "One Voice Wales" meeting with MCC next month.

Debby will also lobby County Councillor Jeff Mitchell about these issues.

Action:

1. George to report back when results of meeting available.
2. Debby to speak to Cllr Mitchell.

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

In hand (Jocelyn).

11. Forthcoming events:

Barebones Theatre Company, 27th/28th June

George has received temporary event notice acknowledgement from MCC.

Amphitheatre opening event, 12th July.

George has applied for temporary event notice for bar.

The official opening date for the bike area and the amphitheatre has now been arranged and publicity material distributed. This will also be on the front page of the July edition of The Village News.

Chepstow Male Voice Choir booked.

Babs to organise barbecue.

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. George also volunteered to update the hall availability section on receipt of information from Jocelyn.

Action:

1. Jocelyn to provide George with list of hall bookings
2. George to update hall bookings section of website.
3. George to liaise with Jeff for transfer of website / ISP

b. Marketing sub-committee:

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

Ongoing

c. Hall Handbook:

Martin agreed to provide a template for the booklet.

Action:

Martin to do template.

13. Health and Safety:

“Regular checks” book has now been updated.

Curtains:

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

Action:

Ongoing (David)

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.

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:

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

b. CCTV:

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

Action:

Ongoing (Andi to obtain replacement).

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

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.

Action:

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

16. Correspondence:

GAVO have booked the hall for Wednesday 16th July (7.00 to 9.00 pm) for the launch of the Monmouthshire Village Halls website <http://www.monmouthshire-halls.org.uk/index.htm> . We were chosen as the venue, as we have wireless broadband! Reps from all village halls in Monmouthshire have been invited to attend and to enter their details on the website from our computer on the night.

Action:

George to be in attendance and ensure computer and broadband working.

17. Date of next meetings:

1. Wednesday 23rd July 2008

(No meeting in August)

2. Wednesday 17th September 2008

Both at 7.30 pm at The Hall