

**Minutes of the Meeting of Llanishen Parochial Hall Management Committee,
held at The Hall/Y Neuadd, Llanishen on
Wednesday 23rd July 2008.**

Committee Members Present:

David Jones, George Weston, Jocelyn Hickling, Martin Sullivan,

Apologies:

Muriel Jones, Andi Francis, Babs Hempstead.

1. Public Participation

None.

2. Minutes of last meeting to be agreed:

The minutes of the June 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:

Therese Gray is about to start on putting together the proposal for a new Charity Commission Scheme.

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 £1118.88.

b. Outstanding bills / cheques for signature:

None

c. Auditing of 2007 accounts:

Jocelyn to arrange with auditor (ongoing)

Action:

Jocelyn to arrange for audit.

d. Insurance:

Insurance now in place with Norris & Fisher. The new policy covers the hall, the glebe field and personal liability insurance for trustees.

All for less than the previous NFU policy and payable by (free-of-charge!) direct debit.

e. Hire rates:

It was agreed that, due to the recent step increase in oil prices, hire rates must be increased during the winter months, when oil is used most.

It was agreed that a 20% increase in hire fees (the new "Winter Rate") would apply from end of September 2008. To be reviewed next spring.

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 erected notices.

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

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

Action:

1. Check safety of ramps (Andi)
2. Install gate post (Andi / Jon Paley)
3. Talk to MCC re liability (Martin)

b. Landscaping/screening/trees:

To wait for next planting season (November onwards).

c. Removal of stone wall:

Andi to arrange for selling stone – Mr Holland interested. Buyer to arrange removal.

Action:

Ongoing (Andi)

d. Rectification of sewage problem:

All complete.

e. Risk Assessment:

Ongoing (Andi)

Action:

George to download specimen risk assessment form.

f. Container:

Decision re procurement of container to wait until planning application determined.

Planning application submitted and accepted by MCC – DC/2008/00796. Decision expected by September.

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).

Need to provide a matrix of what we need and what is on offer.

Action:

David to speak to Hilary

8. Pottery Kit:

Esther dealing.

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.

It was also noted that many door handles need replacing

b. Decorating:

David and Jocelyn sorting out best dates for contractors.

Priority jobs – main hall and foyer.

Action:

Arrange works (David & Jocelyn)

c. Rubbish Collection:

Debby to lobby County Councillor Jeff Mitchell.

Action:

Debby to speak to Cllr Mitchell.

10. “Meet and Greet” rotas for the next month:

In hand (Jocelyn).

11. Forthcoming events:

Ideas include:

Children’s talent contest on amphitheatre – best date is 30th August.

Ladies night – “chick flick” and cocktails.

Action: Jocelyn to put details together.

12. Publicity/Marketing:

a. Website www.llanishenhall.co.uk

George has 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.

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 would like some photos of the hall in use.

Action:

George to put Martin in touch with Roy Smith-Jaynes, who has hundreds of hall photos!

13. Health and Safety:

Curtains:

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

Action:

Ongoing (David)

Fire alarm:

Being maintained and tested tomorrow (Thursday). George and David to attend.

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. Change of ISP

Broadband now transferred from Madasafish to Plusnet – more facilities and cheaper! Was up and running just in time for the Monmouthshire halls website launch.

b. 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)

c. 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:

“Liquid chalk” for chalkboards.

Won't was off in the rain but can be cleaned off with household cleaner.

Agreed to buy some. George to arrange

16. Correspondence:

Letter received regarding activities on glebe field.

Receiving attention.

17. Date of next meeting:

Wednesday 17th September 2008

7.30 pm at The Hall