

**Minutes of the Meeting of Llanishen Parochial Hall Management Committee,
held at The Hall/Y Neuadd, Llanishen on
Wednesday 22nd Oct 2008.**

Committee Members Present:

David Jones, George Weston, Babs Hempstead, Jocelyn Hickling, Muriel Jones,

Apologies:

Martin Sullivan, Andi Francis, Debby Blakebrough

1. Public Participation

None.

2. Minutes of last meeting to be agreed:

The minutes of the September meeting were agreed as a true record.
George to post on the hall website.

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

None

4. Hall Constitution:

Therese Gray has spoken to the Charity Commission, who have advised that the original Scheme document ("the constitution") must be retained on file, if only as an historical record.

Apparently, a new Scheme document may only be drawn up upon the failure of a charity! However, it is recognised that things change over the years and that original Scheme documents may end up bearing little resemblance to reality. Therefore, the Charity Commission recommends that committees deal with such situations in the following way.

Committee to prepare and agree a draft "working document" – to be minuted and a copy attached to minutes of meeting when the committee approves it.

Document to be submitted to Charity Commission for approval, together with a copy of the minutes of the meeting at which it was agreed.

On approval by the Charity Commission, the new working document to be attached to the original scheme document and brought into use.

Action:

George to prepare draft document for approval.

5. Finance:

a. Treasurer's Report:

Jocelyn distributed the monthly income and expenditure breakdown, which showed a cumulative current net surplus as at the end of September, of £1012.26.

Profit from the ceilidh was £291.31, 40% of which was retained by the hall and 60% of which was donated to the Breast Cancer charity, as agreed.

New "winter rates" (20% increase) are now in force and are shown on the hall's website <http://www.llanishenhall.org.uk/HireCosts.html>

Income is likely to exceed £10,000 at year-end.

Action:

George to check Charity Commission website and advise Jocelyn of the latest requirements for submission of annual return/accounts etc.

b. Outstanding bills / cheques for signature:
Cheques were signed for outstanding bills and Jocelyn will despatch these shortly.

6. Recreation Area for Glebe Field:

a. Bike Area:

Now in place and being used.

One gatepost still to be erected.

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

Action:

1. Install gate post (Andi) - ongoing

2. Talk to MCC re liability (Martin) - ongoing

b. Landscaping/screening/trees:

Beca is pursuing a 50% grant. Hilary to seek funding for the other 50%.

To await details of grants available before deciding on details and timing of planting scheme.

c. Removal of stone wall:

Some more stone taken – more available if required. Ongoing.

d. Risk Assessment:

Debby has obtained a risk-assessment template for adaptation as required.

Action:

Debby to liaise with Andi and produce generic risk assessments for all activities.

Ongoing.

e. Planning issues:

Verbal information has been received from MCC Planning that our two planning applications were approved by the Planning Committee at their meeting on October 21st. These were:

1. DC/2008/00593. Application for amendment to the original plan, to show actual final position of bike track.
2. DC/2008/00796. Application for permission to put a container next to the sewage works.

To await written confirmation of consent from MCC before purchasing container.

Action:

In the meantime, David to obtain cost estimates for appropriate containers and report back.

7. Funding/Grant applications, etc:

Action:

David to speak to Hilary Pugh-Jones

8. Pottery Kit:

All kit now obtained

Query over switch required. Esther to provide David with paperwork, so that requirements can be verified.

Clay-trap to be provided under art room sink.

Ongoing

9. Maintenance, cleaning and purchase of new items:

a. Maintenance/repairs:

Door handles in course of being replaced with more robust ones.

Guttering repair needed at rear of hall and clips required for downpipes.

Action:

David.

b. Decorating:

Art room and meeting room to be decorated next week (w/c 27th October). Panto props to be cleared away over this coming weekend (David/George/whoever)

c. Rubbish Collection:

Central Monmouthshire rural forum are seeking a change of heart from MCC, so that village halls are once again provided with a free rubbish collection.

How about a recycling point at the hall for bottles and cans?

Action:

George to contact MCC Refuse Collection section.

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

Jocelyn is away for a week from 25th October.

Sue has agreed to handle booking enquiries in Jocelyn's absence.

11. Forthcoming events:

(a) Bonfire/fireworks party on Nov 5th.

Start 6.30 pm, fireworks at 7.00 pm.

Andi is ordering fireworks, Jocelyn will collect. Jocelyn has applied for bar licence and will also do notices/publicity. Food to be soup, hot dogs and jacket potatoes. All to dig in on bar-serving, as required. Babs will put ad in Village News.

George has sought donations of wood for fire – much has arrived already!

Actions:

1. Fireworks (Andi/Jocelyn)

2. Food (Muriel)

(b) Barebones Theatre company, 28th November. Posters now available.

(c) Village Christmas meal: 6th December.

(d) A booking enquiry has been received for an 18th birthday party, 13th or 19th December. Agreed that we need to find out who is organising this and what the supervisory arrangements are. We may decide not to accept the booking or to seek extra conditions/deposit. See website for terms and conditions, especially conditions 8, 9 and 10.

<http://www.llanishenhall.org.uk/docs/BookingForm2008.rtf>

12. Publicity/Marketing:

a. Website www.llanishenhall.co.uk

George has now taken over “ownership” of website from Jeff and is now updating information on the website. However, in order to update the hall-availability section, he needs booking details from Jocelyn.

Action:

1. Jocelyn to provide George with list of hall bookings
2. George to update hall bookings section of website.

It was agreed that the content of the website is up to date and contains relevant information fine but perhaps it could look a bit more eye-catching? Are there any web-designers locally who could do this (for free!)?

Action:

George to make enquiries.

b. Marketing sub-committee:

No further action.

Ongoing

c. Hall Handbook:

Martin has prepared a draft text/design and will provide this as soon as possible.

Ongoing

13. Health and Safety:

Regular checks of alarms etc. now being carried out. No other known issues.

14. I.T.

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 wash off in the rain but can be cleaned off with household cleaner.

Action:

George to buy some.

Ongoing

Field and meadow have been mown.

A slimming club has booked Thursday mornings on a regular basis.

16. Correspondence:

None

17. Date of next meeting:

Thursday 13th November 2008, 7.30 pm at The Hall