

**Minutes of the Meeting of Llanishen Parochial Hall Management Committee,
held at The Hall/Y Neuadd, Llanishen on
Thursday 13th November 2008.**

Committee Members Present:

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

Apologies:

Muriel Jones, Andi Francis, Debby Blakebrough

1. Public Participation

None.

2. Minutes of last meeting to be agreed:

The minutes of the October 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:

George to prepare a draft "working constitution" document in time for next meeting for approval by the committee, in line with Therese Gray's deliberations with the Charity Commission

Action:

George to prepare draft document for approval by committee.

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 October of £1,337.95. The youth club is currently number one in the income charts, showing a current cumulative income for the year of £1057.17.

The bonfire night event made a profit of over £100.

It was agreed that while oil prices are relatively low, that we should top up the oil tank as soon as possible. Martin suggested that we pay the oil company by direct debit – agreed.

Action:

Jocelyn to order more oil and arrange direct debit payments.

The bouncy castle is getting a bit shabby and could do with replacement soon. It was agreed that monies should be put aside on a monthly basis for replacing it.

Cumulative Income for the year now exceeds £10,000, so external examination of accounts will be required.

Peter Mossman has agreed to carry out the external examination.

Action:

Jocelyn to liaise with Peter Mossman re examination of accounts.

b. Outstanding bills / cheques for signature:

Cheques were signed for outstanding bills and Jocelyn will despatch these shortly.

An invoice from Ian Morgan is expected soon in respect of grass-cutting work on the field and surrounding areas.

6. Recreation Area for Glebe Field:

a. General:

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.

Action:

David to speak to Hilary about co-ordinating grant applications.

c. Removal of stone wall:

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

d. Risk Assessment:

It was established that a risk assessment had already been carried out for the youth club activities. We now need one to be completed for the field.

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 (excepting youth club).
Ongoing.

e. Planning issues:

Both planning applications have now been approved by MCC:

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.

David has obtained an estimate for a typical 20ft container – approximately £850 plus £100 delivery plus VAT.

It was agreed that the base for the container should be railway sleepers or similar.

Action:

David to source railway sleepers and report back.

7. Funding/Grant applications, etc:

Action:

David to speak to Hilary Pugh-Jones

8. Pottery Kit:

All kit now obtained and in use

Item discharged.

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:

Has now been completed.

Item discharged.

c. Rubbish Collection:

George is in negotiation with MCC Recycling Officer for a bottle bank and a can bank to be provided in the hall grounds, as a public village facility

Action:

George (ongoing).

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

In hand.

11. Forthcoming events:

(a) Barebones Theatre company, 28th November. Posters to be put up.

(b) Village Christmas meal: 6th December.

(c) Proposed 18th birthday party on 18th December.

Jocelyn has sent terms and conditions to the prospective hirer but has not yet received confirmation of booking. Martin suggested that we ought to increase deposit rates for such events – accepted.

12. Publicity/Marketing:

a. Website www.lanishenhall.co.uk

George has received an offer from Steve McNally, who has recently moved into Wayne Close, to update our website. Steve has provided three possible designs. The committee prefers the look of option 2 but would prefer the menu facilities of option 3.

Action:

George to liaise with Steve accordingly.

b. Marketing sub-committee:

No further action.

Ongoing

c. Hall Handbook:

Martin has prepared a draft text/design.

Babs/Ron will check this out and comment accordingly.

It was agreed that the design should mirror the final new website design.

Ongoing

13. Health and Safety:

No known issues.

14. I.T.

CCTV:

Item discharged

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:

Babs to check with her suppliers if they carry this item, and if so, to order some.

Ongoing

16. Correspondence:

Planning permission letters

17. Date of next meetings:

1. Next ordinary meeting: Thursday 8th January 2009.

2. AGM: Thursday 29th January 2009.

Both meetings at 7.30 pm, at The Hall.