

**Minutes of the Meeting of Llanishen Parochial Hall Management Committee,
held at The Hall/Y Neuadd, Llanishen on
Thursday 8th January 2009.**

Committee Members Present:

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

Apologies:

Babs Hempstead

1. Public Participation

None.

2. Minutes of last meeting to be agreed:

The minutes of the November 2008 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 had prepared a draft “working constitution” document and distributed copies for discussion.

Points raised were as follows:

(a) Reference to children’s playground should be more specific – not to confuse with Glebe Field.

(b) Paul Williams has written to Martin, raising various points, including one concerning the old “land trustees”, who held the responsibility for the property of the old hall. George agreed to contact Therese Gray for further advice on this and then provide a response for Martin based on advice received.

Action:

George to contact Therese for advice.

5. Preparation for AGM 29/1/09:

George provided David with a copy of the minutes of the 2008 AGM and then briefed the committee about the procedures to be followed, which can be summarised as follows:

(a) AGM:

Introduction

Chairman’s annual report

Treasurer’s financial report/presentation

Nominations for four elected posts (currently David, Debby, Jocelyn and Martin).

Election for elected posts if more than four candidates.

Close meeting.

(b) Inaugural meeting of 2009 committee:

New elected members meet with existing representative members.

All to confirm their wish to act as members/trustees of the charity and to sign declaration to that effect.

New committee to elect Chair, Vice-Chair, Treasurer and Secretary and agree the names of the five representative members and their responsibilities.

New committee to fix date of next ordinary meeting (February)

Close meeting.

6. Finance:

a. Treasurer's Report:

Jocelyn distributed the draft end-of-year income and expenditure breakdown – to be confirmed at the AGM. Current draft shows a cumulative current net surplus as at the end of December of £2,156.18.

The youth club continues to contribute well to hall funds, showing a current cumulative income for the year of £1262.17.

Soft Play continues to provide a healthy income – approaching £5,000 for the year (weekly sessions and parties combined).

Surplus from bar sales was over £2,600 for the year.

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 finalise annual accounts in time for AGM and also liaise with Peter Mossman re external examination of accounts.

b. Outstanding bills / cheques for signature:

None currently

The oil level is very low and another delivery has been requested for Monday 12th January.

7. Glebe Field:

a. Gatepost:

One gatepost still to be erected. Original has disappeared! Andi to check if he has a spare one. If not, to buy a new one and get it in place.

Install gate post (Andi) - ongoing

b. Container:

David has established that the container should sit on breeze-blocks.

Action:

David and Andi to source a suitable container for the best price available.

c. Liability:

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

Action:

Talk to MCC re liability (Martin) - ongoing

d. Risk assessment:
Ongoing (David).

8. Funding/Grant applications, etc:

Beca Beeby has written to David with two proposals, which should attract grant money from MCC Community Environmental Grant Scheme, as follows:

(i) Trees, hedging, etc. Cost approx £1400 with up to £500 available in grant-aid, payable on production of invoices after completion. It was agreed to go ahead with the scheme. N.B. All to help out with planting!

(ii) Bins, recycling apparatus, etc. To include vermin-proof food-digestors and colour-coded recycling bins. Cost about £430 with a grant available of £119.

It was noted that we had recently taken delivery of a bottle bank from MCC (free of charge) and that another has been requested for cans.

It was decided that Debby would contact Beca and discuss this proposal in detail and report back to the committee.

Actions:

David to ask Beca to go ahead with the trees etc.

Debby to speak to Beca re the recycling proposal.

9. Maintenance, cleaning, etc.:

a. Maintenance/repairs:

- Golf game to be sold to free up space (Andi)
- Guttering repair needed at rear of hall and clips required for downpipes (David).
- It was agreed to treat the paving stones outside the main entrance with sealing-compound (David).

Action:

Andi and David.

c. Rubbish Collection:

Bottle-bank has been provided. George to check with MCC re can-bank

Action:

George (ongoing).

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

In hand.

11. Forthcoming events:

Pantomime, 20th/21st February – "Jack Ain't Got a Bean!".

A suggestion was made that the three-village challenge event should be reinstated and held at The Hall in August 2009.

New committee to discuss and agree details.

12. Publicity/Marketing:

a. Website www.llanishenhall.co.uk

Steve McNally has embarked on the update of the hall website. His current work-in-progress can be viewed at <http://www.lvh.oranjball.co.uk:80/>

Steve requires some further information, material, as follows:

(i) List of regular activities (dates, times, organisers, contact details, etc.

Action:

Jocelyn to provide Steve with details.

(ii) Photographs of hall activities.

Action:

Andi to email pictures to Steve.

Steve can be contacted on 01600 860234.

His email address is steve@oranjball.co.uk

b. Marketing sub-committee:

No further action.

Ongoing

c. Hall Handbook:

Martin has prepared the booklet but it was agreed that ideally the design (fonts, etc.) should be similar to the redesigned website.

Ron has already formatted the current draft booklet.

Action:

George to contact Ron and ask him to send a copy of the booklet to Steve.

George to ask Steve if the design/fonts used on the website could be used in the booklet. If so, to arrange with Ron. Martin will produce bulk copies when done.

13. Health and Safety:

First-aid box needs replenishing with more appropriate items.

Action:

David to contact Lindsey Williams and ask if she would draw up a list of items.

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

None.

15. Correspondence:

Letter from Beca Beeby re grants (see item 8 above)

16. Date of next meeting:

AGM: Thursday 29th January 2009.

7.30 pm, at The Hall.