

**Minutes of the Meeting of Llanishen Parochial Hall Management Committee,
held at The Hall/Y Neuadd, Llanishen on
Thursday 26th February 2009.**

Committee Members Present:

David Jones, George Weston, Jocelyn Hickling, Muriel Jones, Andi Francis, Debby Blakebrough, Babs Hempstead.

Apologies:

Martin Sullivan

1. Public Participation

None.

2. Election/Appointment of Chair, Vice-Chair, Treasurer, Secretary and Representative Members:

It was unanimously agreed that the arrangements as per the 2008 AGM should continue for 2009, namely:

Chairman	David Jones
Vice-Chair	Debby Blakebrough
Treasurer	Jocelyn Hickling
Secretary	George Weston

Representative members:

George Weston	Trellech United Community Council
Andi Francis	Youth club and Soft-Play
Muriel Jones	Whist Drive and Indoor Bowls Club
Babs Hempstead	Pantomime, Art Clubs and Keep-fit group
(To be confirmed)	Parochial Church Council

3. Minutes of last meeting to be agreed:

The minutes of the January 2009 meeting and the 2009 AGM were agreed as true records.

Action:

George to post minutes on the hall website.

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

None

4. Hall Constitution:

George has been in correspondence with Paul Williams, in response to Paul's letter to Martin. Between them, they have cleared various queries about the proposed draft "working document", to Paul's satisfaction.

Paul has, however, raised an interesting point about the Charity Commission's assertion that we cannot have a new Scheme "until/unless the trust fails". His opinion is that we could ask the Commission to issue an Order, which would result in a new Scheme being produced; this would have the effect of reflecting current circumstances. Paul has provided George with a draft letter to send to the Commission.

Action:

George to contact the Charity Commission with Paul's suggestion.

6. Finance:

a. Treasurer's Report:

Jocelyn distributed the income and expenditure report for the year to 26th February.

Total recorded income is £2,541.99 and expenditure £1,953.28, resulting in a current net surplus of £588.71.

The bar takings at last week's pantomime were over £600.

It was noted that requirements for temporary alcohol licences ("Temporary Event Notices") were approaching the maximum allowed for the building (12 per year). George explained that the government has proposed amending the current legislation, which would then hopefully enable community buildings to obtain permanent alcohol licences in the name of the organisation, rather than individuals who must be on the premises at all times during alcohol sales. Until this takes effect, we must live with the 12-per-year limit for the hall.

b. Outstanding bills / cheques for signature:

None currently

c. External Examination of Accounts / Annual Report for 2008:

Jocelyn has this in hand – we have until October to publish this information.

7. Glebe Field:

a. Bike Area:

A quad-bike has apparently been using the field. It was agreed that the missing gatepost should be erected as soon as possible and the gate should be locked with a combination lock in order to prevent unauthorised vehicles using the field. Welsh Water to be given the combination. Gatepost to be erected during the tree-planting day.

Action:

Andi

b. Risk Assessments:

Generic assessment

Debby and David to write generic assessment.

Bike Track

Andi to write bike track assessment, with the assistance of Sam Copp.

c. Tree Planting:

Tree-planting day agreed as Saturday 14th March, 11.00 am. Beca will obtain trees and shrubs.

Actions:

Jocelyn to liaise with Beca re financial arrangements - cheques, etc.

Volunteer diggers required – to bring spades, wheelbarrows and hammers. Food and liquid refreshment to be provided for volunteers from hall funds.

George to put message on 3-parishes message board.
Babs to arrange entry in Village News.

George to cost/obtain appropriate tree guards, stakes and ties (approx 15-20 trees will need these)

d. Container:

Action:

David and Andi to source a suitable container next Monday/Tuesday

e. Clearance of bonfire debris:

Andi to speak to George Prichard and see if he can take scrap rubble and metal. If so, to clear field during tree-planting day

8. Funding/Grant applications, etc:

It was agreed that funding should be sought for the provision of overspill parking on the glebe field.

We need to establish if we need planning permission or whether the current planning consent already covers this.

Action:

George to check planning consent and/or speak to MCC Planning.

Jocelyn has received some literature from the Sports Council of Wales for possible future funding.

9. Maintenance, cleaning, etc.:

a. Maintenance/repairs:

- Golf game to be sold to free up space (Andi) - ongoing
- David has ordered some guttering supplies.
- It was agreed to treat the paving stones outside the main entrance with sealing-compound (David) - ongoing.
- Jocelyn stated that we need safe access to the art-room storage areas and has obtained some ideas for loft-ladders. It was voted that we spend up to £800 for these. Andi and David to check suitable systems for safety and robust design.

Action:

Andi and David.

c. Rubbish Collection/ Recycling points:

Bottle-bank has been provided.

Action:

George to check with MCC re provision of can-bank – ongoing.

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

Jocelyn to liaise with Angela and Sue for forthcoming events while she is away.. Debby volunteered to take part in “meet & greets” but needs some advice.

Action:

George to email booking form to Debby. This contains items to be covered.

11. Forthcoming events:

Events were agreed as follows:

2nd May – May Ball

Action:

George to check availability of band and Gary for Disco.

31st August – 3-village challenge. Organisers to be contacted from the three villages. The hall committee will provide social activities and bar/food.

5th November – Bonfire Night Party

December (date to be confirmed) - Christmas Dinner.

12. Publicity/Marketing:

a. Website www.llanishenhall.co.uk

Action:

George to contact Steve McNally re progress on website update.

b. Marketing sub-committee:

No further action.

Ongoing

c. Hall Handbook:

George has asked Ron to provide Steve McNally with text of booklet so that Steve can re-design it in the same format as the website. Martin will then arrange for printing

Action:

Martin to produce bulk copies when redesign received from Steve.

13. Health and Safety:

First-aid box needs replenishing with more appropriate items.

Action:

David to speak to Bob Edwards and ask him to sort out items required from time to time.

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

Andi mentioned that some of the soft-play equipment needs updating/repairing. Mats also need to be cleaned.

Action:

David and Andi to speak to Sue next Tuesday and decide requirements, and to speak to Carron re cleaning of mats.

15. Correspondence:

Village halls forum – David to attend.

16. Date of next meeting:

Thursday 26th March 2009 at Debby's house, Redwood Studio, Llanishen, 7.30 pm.