

Minutes of the Meeting of Llanishen Parochial Hall Management Committee, held on Thursday 26th March 2009.

Committee Members Present:

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

Apologies:

Muriel Jones, Babs Hempstead

1. Public Participation

None.

2. Minutes of last meeting to be agreed:

The minutes of the February 2009 meeting were agreed as a true record.

Action:

George to post minutes on the hall website.

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

None

4. Hall Constitution:

Paul Williams has kindly suggested a few minor amendments to the draft working document, which should make it legally "watertight". These have been incorporated in the final draft, which has been emailed to the Charity Commission for their comments. They have replied that they are happy with the document. They advised that we should vote on its adoption and that, if agreed, the document and a copy of these minutes should be sent to them for their files. After that, we would be able to use the document as our day-to-day guide for running the charity, in conjunction with the official Scheme, which would be retained as an historical document.

A vote was taken and adoption of the working document was unanimously agreed.

Action:

George to forward copies of the final working document and these minutes to the Charity Commission.

5. Finance:

a. Treasurer's Report:

Jocelyn distributed the cumulative income and expenditure report for the current year (1/1/09 to date).

Total recorded income is £3,771.99 and expenditure £3,692.56, giving a current net surplus of £79.43. Last year's net surplus at this time was £700.

It was noted that soft-play party bookings and general hire of the hall are down when compared to the same period last year.

Bar sales have been the major contributing factor so far this year.

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.

6. Glebe Field:

a. Bike Area:

Andi to arrange installation of gate post

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. Container:

It was agreed that Andi purchase the container from Coleford.

Action: Andi

d. Clearance of bonfire debris:

Keith Land is in the process of clearing the stone wall and the bonfire debris.

Ongoing

e. Overspill car parking:

Road-planings have been obtained, the site has been pegged out in accordance with the planning permission and Ian Morgan has been contracted to lay the new surface.

Ongoing

7. Funding/Grant applications, etc:

David reported from his meeting with GAVO and Rural Community Action that grants were available for various projects, i.e.:

- Great Night Out scheme – subsidised and insured theatre performances.
A possibility for the amphitheatre?
- Community Facilities and Activities Scheme (up to £10K)
- E.O.N. Energy scheme / S.E. Wales Energy Agency. This is aimed towards “green” energy and may benefit the hall.
- “Tidy Towns” scheme – could be used to clear out the pond in the woods?

Action:

1. Andi has volunteered to co-ordinate grant applications.
2. David and Andi to visit the new Usk Scout headquarters with Nigel Meeks, to see what they are doing with “green” energy projects.

9. Maintenance, cleaning, etc.:

a. Maintenance/repairs, etc:

- Golf game to be sold on eBay to free up space (Andi) - ongoing
- David has ordered some guttering supplies - ongoing.
- It was agreed to treat the paving stones outside the main entrance with sealing-compound (David) - ongoing.
- Loft-ladders – ongoing
- Internal paint to be touched up – to get some washable paint.
- Carron has now thoroughly cleaned all the soft-play mats. Vote of thanks to Carron. Debby to purchase gift

Action:

Andi, David and Debby.

b. Rubbish Collection/ Recycling points:

Waste-digester bins installed for food waste.

Still awaiting can-bank.

Action:

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

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

Agreed.

10. Forthcoming events:

Events were agreed as follows:

- 2nd May – To be the “Mad Hatter’s Ball”. “Prolapse” is unfortunately (?) not available (Al gigging with The Mighty Pledge that night). Gary booked for disco. Catering arranged.

Action:

George to apply for bar licence and publicise on hall website..

- 20th June – The Hall’s 5th Birthday Party. Open-day in the early evening, with displays, etc., followed by a party in the evening.
- 31st August – 3-village challenge. Organisers to be contacted from the three villages. The hall committee will provide social activities and bar/food if the event goes ahead.
- 5th November – Bonfire Night Party
- December (date to be confirmed) - Christmas Dinner.

11. Publicity/Marketing:

- a. Website www.llanishenhall.co.uk

Steve McNally has created the template for the new website and is now awaiting further details – shouldn't be long now.

Action:

George to contact Steve re progress on website update.

- b. Booklet:

No further action yet.

Ongoing

- c. Advertising:

Need to advertise and publicise soft-play parties and the "big bouncy", in order to generate more usage.

Action:

Andi to lead focus group to draw things together

12. Health and Safety:

Bob Edwards dealing. First-aid box being replenished with appropriate items.

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

New WI group (or perhaps an independent Women's Club) in process of formation. It was noted that Tintern WI has recently disbanded and that some ex-members might wish to join the new group.

15. Correspondence:

None

16. Date of next meeting:

Thursday 30th April 2009 at The Hall, Llanishen, 7.30 pm.

LLANISHEN PAROCHIAL HALL

Registered Charity No 508986

WORKING CONSTITUTION FOR THE DAY-TO-DAY RUNNING OF THE CHARITY

This document shall be read in conjunction with the Governing Document (Scheme) of the Charity, which was sealed on 24th January 1979.

This document incorporates procedures and protocols adopted from time to time in accordance with section 10 and 19 of the Governing Document (Scheme) and clarifies other matters in order to reflect current circumstances.

1. Administration of Charity. – The above-mentioned Charity and the property thereof specified in the schedule hereto and all other property (if any) of the Charity shall be administered and managed in conformity with the provisions of this document.
2. Trustees. – The Charity shall be administered by the Committee of Management hereinafter constituted as the charity trustees thereof within the meaning of the Charities Acts in force from time to time and the charity trustees shall hold the property of the charity.
3. Object of Charity. – The object of the Charity shall be for the provision and maintenance of a village hall and associated land for the use of the inhabitants of Llanishen, Trelleck Grange and Llanfihangel-Tor-Y-Mynydd in the County of Monmouthshire (hereinafter called “the area of benefit”) without distinction of political, religious or other opinions, including use for meetings, lectures and classes, and for other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the said inhabitants.

COMMITTEE OF MANAGEMENT

4. Constitution. – Subject as hereinafter provided, the Committee of Management (hereinafter referred to as the Committee) shall consist when complete of nine persons (hereinafter referred to as Members) being

Four Elected Members

Five Representative Members

5. Elected Members. – Subject as hereinafter provided for casual vacancies, the Elected Members shall be appointed at the annual general meeting to be held as hereinafter provided and shall, if possible, include at least one resident from each of Llanishen, Trellech Grange and Llanfihangel Tor-y-Mynydd, and shall hold office from the end of the annual general meeting at which they are appointed.
6. Representative Members. –

(1) One Representative Member shall be appointed by each of the following organisations:

Trellech United Community Council
Llanishen Parochial Church Council
Youth Club

Two Representative Members shall be appointed by the User Groups from time to time of the Hall.

(2) Each organisation shall notify the name of the person appointed by it to the secretary of the committee.

(3) The appointment of a Representative Member may be made not more than one month before the annual general meeting and the term of office of a Representative Member so appointed shall commence at the end of that meeting.

(4) If an organisation entitled to appoint a Representative Member fails to do so within the said period of one month before the annual general meeting the appointment shall be made as soon as practicable after that meeting.

7. Co-optative Members. – The Committee may appoint if they think fit not more than two co-optative members. Each appointment of a co-optative member shall be made at a meeting of the Committee to take effect from the date of that meeting. The appointment of a co-optative member shall normally be made for the purpose of that person carrying out an agreed discrete task or project under the direction of the Elected and Representative Members. Such a co-option would normally terminate upon the completion of that task or project or at the next annual general meeting whichever is soonest.

8. Termination of membership. -

(1) Any member who is adjudged bankrupt or makes a composition or arrangement with his or her creditors or who is incapacitated from acting or who communicates in writing to the Committee a wish to resign shall thereupon cease to be a Member.

(2) All the Members shall retire from office together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.

9. Additional Representative Members. – The Committee shall have the power by a resolution passed at a duly constituted meeting by the votes of not less than two-thirds of the Members for the time being to allow the appointment of an additional Representative Member by any organisation in the area of benefit not already named in this document.

10. Alteration of constitution of Committee. – The constitution of the Committee as hereinbefore provided may on the application of the Committee be altered from time to time by Order of the Charity Commissioners.
11. Casual vacancies. –
 - (1) Upon the occurrence of a casual vacancy the Committee shall cause a note thereof to be entered in the minutes at their next meeting and in the case of a vacancy in the office of Representative Member shall cause notice thereof to be given as soon as possible to the organisation entitled to fill the vacancy.
 - (2) A casual vacancy in the office of Elected Member may be filled at a meeting of the Committee to take effect from the date of that meeting.
12. Failure to appoint. – The proceedings of the Committee shall not be invalidated by any vacancy among its members or by failure to appoint or any defect in the appointment or qualification of a Member.
13. Declaration by Members. No person shall be entitled to act as a Member whether on a first or on any subsequent entry into office until after signing a declaration of acceptance and of willingness to act in the trusts of this document. The secretary of the Committee shall hold the signed and dated declaration for the duration of the Member's term of office.
14. Members not to be personally interested. – Except in special circumstances with the approval in writing of the Commissioners no Member shall take or hold any interest in any property belonging to the Charity otherwise than a trustee for the purposes thereof, or receive any remuneration, or be interested in the supply of work or goods, at the cost of the Charity.

MEETINGS AND PROCEEDINGS OF THE COMMITTEE

15. Meetings of the Committee. – The committee will normally meet on a monthly basis and should not hold fewer than six ordinary meetings in each year. A special meeting may be summoned at any time by the chairman or by any two members upon seven clear days' notice being given to all the other Members of the matters to be discussed.
16. Chairman.
 - (1) At the first meeting in each year after the annual general meeting the Committee shall elect one of their number to be chairman of their meetings until the commencement of the first meeting after the annual general meeting in the following year and may also elect one of their number to be vice-chairman. The chairman and vice-chairman shall always be eligible for re-election.

- (2) If the chairman and vice-chairman (if any) are absent from any meeting of the Committee the Members shall choose one of their number to be chairman of the meeting before any other business is transacted.
17. Voting. Except as hereinbefore provided every matter shall be determined by the majority of votes of the Members present and voting on the question but in case of equality of votes the chairman of the meeting shall have a second or casting vote.
18. Minutes and accounts. – Minutes and accounts shall be provided and kept by the Committee.
19. Rules. – Within the limits prescribed by this document the Committee may from time to time make and alter rules for the conduct of their business and for the summoning and conduct of their meetings and in particular reference to -
- (1) the terms and conditions upon which the said building and land may be used for the purposes specified in this document by persons or bodies other than the Committee and the sum (if any) to be paid for such use;
 - (2) the appointment of an auditor, external examiner of accounts, treasurer, secretary and other unpaid officers as the Committee may consider necessary and the fixing of their respective terms of office;
 - (3) the engagement and dismissal of such paid officers and servants as the Committee may consider necessary; and
 - (4) the number of Members who shall form a quorum at meetings of the Committee, provided that the number of members who shall form a quorum shall not be less than one-third of the total number of Members for the time being.

INSURANCE

20. Insurance. – The Committee shall insure the said building and associated land and furniture and effects therein and thereon to the full value thereof against fire and other usual risks and shall suitably insure against risks arising out of the ownership of property and the employment of persons.
21. This section is intentionally blank.
22. This section is intentionally blank

APPLICATION OF INCOME

23. Receipts and expenditure.

(1) The income of the Charity including all payments for the use of the said building and associated land and all donations for the benefit thereof shall be paid into a trust account at such bank as the Committee shall from time to time prescribe.

(2) The moneys standing to the credit of the said account shall be applied as the Committee shall decide in insuring as aforesaid, in maintaining and repairing the said building and associated land and the furniture and effects therein and thereon and in paying all rent (if any), rates, taxes, salaries of paid officers and servants and other outgoings and in otherwise furthering the object of the charity.

24. Surplus cash. – Sums of cash at any time belonging to the Charity and not needed for immediate working purposes shall be invested in the name of the Charity.

ANNUAL GENERAL MEETING

25. Annual general meeting.

(1) There shall be an annual general meeting in connexion with the Charity which shall be held in the month of January in each year or as soon as practicable thereafter.

(2) All inhabitants of the area of benefit of 18 years of age and upward shall be entitled to attend and vote at the annual general meeting.

(3) The annual general meeting shall be convened by the Committee.

(4) Public notice of every annual general meeting shall be given in the area of benefit at least 14 days before the date thereof.

(5) The chairman of each annual general meeting shall be the chairman for the time being of the Committee, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.

(6) The Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.

GENERAL PROVISIONS

26. Donations. – The Committee may accept any donations or property for the general purposes of the Charity and they may also accept donations or property for any special objects connected with the Charity not inconsistent with the provisions of this document.

27. Questions under this document or the Scheme of the Charity. – Any question as to the construction of this document or of the Scheme of the

Charity or as to the regularity or the validity of any acts done or about to be done under this document or the Scheme shall be determined by the Commissioners upon such application made to them for the purpose as they think sufficient.

SCHEDULE

All that piece or parcel of land together with the building erected thereon known as The Hall / Y Neuadd, situate at Quarry Road, Llanishen, Monmouthshire demised by lease between Monmouthshire County Council on the one part and the trustees of the charity on the other part. The children's playground adjacent to the car park of the demised premises is owned, maintained and administered by Monmouthshire County Council and does not form part of the leased land.