

**Minutes of the Meeting of Llanishen Parochial Hall Management Committee,
held on Thursday 30th April 2009.**

Committee Members Present:

David Jones, George Weston, Jocelyn Hickling, Debby Blakebrough,
Babs Hempstead

Apologies:

Muriel Jones, Andi Francis, Martin Sullivan.

1. Public Participation

Steve McNally – see item 11 below.

2. Minutes of last meeting to be agreed:

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

Action:

George to forward minutes to Steve McNally for uploading to the hall website.

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

None

4. Hall Constitution:

New working document approved by Charity Commission and attached to the minutes of the March meeting.

Vote of thanks expressed to Therese Gray and Paul Williams for their legal expertise when compiling the document, which will now govern the day-to-day activities of the charity.

Item discharged.

5. Finance:

a. Treasurer's Report:

Jocelyn will distribute the cumulative income and expenditure report for the current year (1/1/09 to date) shortly, by email.

Bookings are picking up again after the early spring lull.

Brownies and Guides have both booked overnight-stay weekends.

Barebones Theatre has booked two two-night performances in July and November.

It was suggested that perhaps one or both of the July performances could be held on the amphitheatre (dependant on weather). The event could be a "bring your own picnic" evening.

Action:

Jocelyn to talk to Barebones and see if this would be feasible.

b. Outstanding bills / cheques for signature:

None currently

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

Jocelyn has all paperwork ready – awaiting availability of Peter Mossman to carry out examination. We have until October to publish this information.

6. Glebe Field:

a. Bike Area:

Still awaiting Andi to arrange installation of gate post.

Action:

George to contact Andi and see if he has got a gate post.
If not, to buy new one and get it installed.

b. Risk Assessments:

Debby and David to write generic assessment (ongoing).

c. Container:

Container now purchased and on site. We now need to paint the exposed surfaces dark green and to erect a screening fence, as required by planning conditions. David will ask youth club members on Tuesday 5th May if some of them they would be willing to do the painting (paint to be provided). If so, youth club members to paint container on Tuesday 12th May. David will ask Ian Morgan to install fence-posts after painting, so that committee can then erect the screening, similar to the screen around the treatment works.

Action:

David to organise

d. Clearance of bonfire debris:

Completed.

Item discharged

e. Overspill car parking:

Ian Morgan is well on the way to completing the overspill parking areas.

When completed, we will need to get notices produced, pointing to the overspill parking area. Also to mark off the area behind the hall as a “no parking” area.

7. Funding/Grant applications, etc:

David and Andi dealing.

Ongoing.

9. Maintenance, cleaning, etc.:

a. Maintenance/repairs, etc:

- Golf game to be sold on eBay to free up space (Andi) - ongoing
- David having difficulty obtaining guttering supplies of the correct dimensions - ongoing.
- It was agreed to treat the paving stones outside the main entrance with sealing-compound (David) - ongoing.
- Loft-ladders – no further action - ongoing
- Internal paint to be touched up – to get some washable paint. Ongoing.

Action:

Andi and David.

b. Rubbish Collection/ Recycling points:
George reported that MCC are hoping to get a can-bank delivered next week (dependant upon their contractor).

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

Agreed.

10. Forthcoming events:

Events were agreed as follows:

- 2nd May – "Mad Hatter's Ball".
Catering arranged.
Preparation – 10.30 Saturday.
All to dig-in on bar rota throughout evening.
George to send an email reminder to local residents and post a similar message on the three parishes Google Group
- 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.
Action:
George to contact Jayne Owen and see if she is willing to speak with past village co-ordinators about resurrecting this event.
- 5th November – Bonfire Night Party
- December (date to be confirmed) - Christmas Dinner.

11. Publicity/Marketing:

- a. Website www.llanishenhall.co.uk
Steve McNally has now uploaded the re-designed website, which is now up and running. Vote of thanks to Steve!
Steve also agreed to replace the "hall availability" page with a more user-friendly Google calendar. Jocelyn to supply update details to Steve.
Action:
Steve/Jocelyn.
- b. Booklet:
Steve has re-designed the hall booklet and provided five options for the committee to adopt. After some discussion, it was agreed that option 5 was the most informative and user-friendly design/content and that Steve should go ahead with finalising this one.

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. Ongoing.

12. Health and Safety:

No current issues.

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

None

15. Correspondence:

Letter from MCC re boundaries.

16. Date of next meeting:

Thursday 28th May 2009 at The Hall, Llanishen, 7.30 pm.