

**Minutes of the Meeting of Llanishen Parochial Hall Management Committee,
held on Thursday 2nd July 2009.**

Committee Members Present:

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

Apologies:

Muriel Jones, Andi Francis, Martin Sullivan.

1. Public Participation

None

2. Minutes of last meeting to be agreed:

The minutes of the May 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. Finance:

a. Treasurer's Report:

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

The cumulative deficit of income over expenditure is currently £387.36, due to recent ground-works for the container, the overspill car-park and grass-cutting. Figures do not include hire fees from art club and whist-drive groups - awaiting payment.

After a discussion it was agreed that the ground-works for siting of the container and construction of the car-parking area were capital works and should not be shown on the current account. Adjustments will be made to next month's accounts accordingly.

Bookings for parties are increasing again, and extra hire revenue has come in from one-off bookings from MCC (election), and from the Autistic Society.

b. Outstanding bills / cheques for signature:

None currently.

Awaiting bill from Fire & Safety for recent re-charging of fire-extinguishers.

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

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

5. Glebe Field:

a. Bike Area/field access:

Action: David to buy new gate-post (ongoing).

b. Risk Assessments:

Debby and David to write generic assessment (ongoing).

c. Container:

David has ordered wood for fence posts and will ask Ian Morgan to install them when they arrive.

Action:

David and Jocelyn to organise. Jocelyn to buy paint. All to lend a hand with painting and fence screening when posts erected.

d. Overspill car parking:

George produced a draft notice. Agreed to purchase.

Action:

George to obtain sign from Express Signs – design to match other existing signs

6. Funding/Grant applications, etc:

Andi and David have met a rep from the Welsh Sports Council, who has provided some information about grants that may be available. These are as follows:

Large grant

Up to £25K available for large projects such as the proposed multi-sports court. However, detailed information is required to justify the need when applying, e.g. quantified demand, support from local groups, organisations, schools, etc. There is a sports-court construction company in Magor that would be interested in providing a quotation.

Action:

David to contact firm for a quotation.

Small grants

The “Community Chest” fund is available for small grants, (up to £1,000) with much less paperwork involved. We would need to identify requirements – talk to the local community and see what extra facilities that people would like. We need to start the process and publicise, to get feedback – article in the Village News, for instance.

7. Maintenance, cleaning, etc.:

a. Maintenance/repairs, etc:

- David has fixed a broken light
- Golf game to be sold on eBay to free up space (Andi) - ongoing
- David to do repairs to guttering, hopefully with the assistance of Gary Jones; still awaiting the right type of rainwater goods - 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.
- New padlock required for oil tank. Ongoing
- Need for a clear-out of clutter, including old computers, etc.

b. Rubbish Collection/ Recycling points:

Can bank delivered this week.

Action:

David to arrange with Ian Morgan for bottle bank and can bank to be shifted to new site on other side of car-park.

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

Agreed.

9. Forthcoming events:

Events were agreed as follows:

- Barebones theatre company performance of “Happy Jack” on 10/11 July. Problem with alcohol licence for Friday 10th as MCC say the form was received a day late! (OK for 11th). We may have to make other arrangements for the Friday.

Action:

George to speak to MCC Licensing, query their decision and report back.

- 3-village challenge – Sunday, August 30th. See item 12 below.
- 5th November – Bonfire Night Party
- December (date to be confirmed) - Christmas Dinner.

10. Publicity/Marketing:

a. Website www.lanishenhall.co.uk

Jocelyn now using the Google calendar for updating the hall availability section of the website.

Item discharged.

b. Booklet:

George has asked Steve McNally to provide Martin with a copy of the data for the booklet, for printing. Ongoing.

11. Health and Safety:

Bob Edwards has obtained some more kit for the first aid box and will kindly supply us with replenishments when required.

12. Village Challenge:

Mike Owen has taken on the role of Llanishen's rep and Chris Knight ("the other one") is coordinating for Llanfihangel. At present it's not known who is representing Trellech Grange.

Action: George to ask Mike to let us have some details for publicity purposes.

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

(a) Babs requested that if anyone wants to borrow or hire any pantomime costumes or props, they should seek permission from her or Therese Gray first.

(b) Youth club have asked for a laptop computer for music. It was agreed that we require more information.

Action: Youth club to provide a proposal.

14. Correspondence:

None.

16. Date of next meeting:

To be decided – dependant upon information regarding village challenge (see item 12 above)