

## **Minutes of the Meeting of Llanishen Parochial Hall Management Committee, held on Thursday 24<sup>th</sup> September 2009.**

### **Committee Members Present:**

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

### **Apologies:**

Muriel Jones, Andi Francis.

### **1. Public Participation**

None

### **2. Minutes of last meeting to be agreed:**

The minutes of the July 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 surplus of income over expenditure is currently £1,120.83. This was helped by food and bar profits at the 3-village challenge event.

More central heating oil has been ordered.

Bookings for soft-play parties are increasing again, and extra hire revenue has come in from additional soft-play sessions during the holidays.

Youth club goes from strength to strength, with 26 children attending the junior sessions (8-to-11-year-olds).

Numbers are slightly down for the senior sessions.

We need to publicise the "Whatever" inflatable for teenagers.

#### **Action:**

George to contact Steve McNally and get this on the website

We discussed possible electricity savings, as follows:

- Martin has seen information in The Sunday Times about a unit that when installed near to the fuse box, allegedly saves up to 20% on electricity usage. More information required.
- Esther is discussing with Jocelyn about paying for extra electricity consumed by the pottery kiln – ongoing.
- Maybe we need to think about switching suppliers? Jocelyn to investigate.

- David is talking to Nigel Meeks about a heat-exchanger that his Scout group have installed at their new HQ in Usk – may be a possibility?

b. Outstanding bills / cheques for signature:  
None currently.

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 on 29<sup>th</sup> September.

c. Container:

Timber for fence-posts has arrived.

Ian Morgan will erect them when he visits to mow the wildflower-meadow (maybe next week). Ian will also move the can-bank.

When posts in place, all to help out with cladding the fence and painting the exposed surfaces of the container.

d. Overspill car parking:

George has ordered sign by email (which apparently got lost in transit). Second email sent. Awaiting price.

We also need to paint out one of the parking bays in the main car park and put some yellow markings near to the rear of the hall, to stop the entrance to the overspill area being blocked. Ongoing.

### **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 speak to the firm next week and obtain two quotations:

- Quote for whole works
- Quote for part works (this would involve us levelling the area in advance with locally-sourced labour)

### 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:

- Boiler needs its annual service. David to book Les Lewis
- Gents’ toilet cistern fixed by Chris Moreton, who is also sorting out leaks, toilet seats and installing the clay-catch for the pottery group.
- 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; has now obtained materials - ongoing.
- It was agreed to treat the paving stones outside the main entrance with sealing-compound (David) - ongoing.
- Loft-ladders – to go ahead and buy one (Jocelyn).
- 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. All to pick up something from time to time and take to Monmouth amenity site.

#### b. Rubbish Collection/ Recycling points:

##### 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/licensing requirements:

#### (a) Events were agreed as follows:

- 24<sup>th</sup> October – Pie, Pint and Skittles Night. 7.30 for 8.00 pm .  
Entrance fee to include pie and first pint.  
Action:  
George to submit temporary events notice to MCC.  
Babs to publicise in Village News (October edition)
- 5<sup>th</sup> November – Bonfire Night Party  
Bar: 6.30 pm, Start: 7.00 pm, Bonfire/fireworks: 7.30-8.00 pm.  
Donations of wood (no rubbish) to be sought.  
Bar – need lots of helpers!  
Food – Babs to organise.  
Fireworks – Jocelyn to buy.

**Action:**

George to submit temporary events notice to MCC.  
Babs to publicise in Village News (October edition)

- 5<sup>th</sup> December – Llanishen Christmas Dinner.

(b) Licensing:

George has obtained paperwork from MCC Licensing about the new scheme for village halls, which will allow village hall committees to become licensees, rather than individuals. This will enable us to apply for a variation in our premises licence to sell alcohol without having to submit – and pay for – temporary event notices every time. It was unanimously agreed that we should pursue this option.

**Action:**

George to submit applications to MCC Licensing for permanent alcohol licence in the name of the committee.

**10. Publicity/Marketing:**

Booklet:

Steve McNally has provided Martin with a copy of the data for the booklet, for printing. However, the inside section prints out upside down!

George to contact Steve and get this sorted.

Also need insert (1/3 A4 size) to put inside booklet publicising soft-play and teenage-inflatable parties.

Ongoing.

**11. Health and Safety:**

Jocelyn spoke about the possible requirement to have an electrical “fixed wire” test carried out – to find out more on this subject.

**12. Any Other Business / Items for next month’s agenda:**

None

**13. Correspondence:**

Letter for Youth Club about anti-drink-driving competition, for Youth Club members. David to publicise.

**14. Date of next meeting:**

**Thursday, 15<sup>th</sup> October, 7.30 pm at The Hall**