

Minutes of the Meeting of Llanishen Parochial Hall Management Committee, held on Thursday 10th December 2009.

Committee Members Present:

David Jones, George Weston, Jocelyn Hickling, Martin Sullivan

Apologies:

Muriel Jones, Andi Francis. Debby Blakebrough, Babs Hempstead

1. Public Participation

None

2. Minutes of last meeting to be agreed:

The minutes of the September 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 £496.75. We are still meeting costs, bar sales are higher and takings are up. Bonfire night made approx £300 profit after expenses. There has been recent expenditure with regard to maintenance activities, i.e., shelves in cupboard, demolition of brick "planter", internal re-painting, guttering repairs, etc. Christmas dinner takings have not yet been added to the balance sheet. Jocelyn has submitted the annual report and examined accounts for 2008 to the Charity Commission, as required.

Martin suggested that remaining bar stocks should be allocated a nominal value and be shown on the accounts as assets. This was agreed.

George confirmed ownership of other assets as follows:

Soft Play equipment:

Donated by Andi to the Community and held by the Hall Committee.

Stage lighting and console:

Owned by the Hall Committee.

Sound equipment, PA system, amplifiers, etc.:

Privately owned by Andi, George, Mike Owen and Richard Williams but stored at the Hall on the understanding that items may be used by the Hall Committee for functions, etc., if agreed by the owners. On this point, it was agreed to convert the alcove by the goods entrance into a lockable cupboard and for the sound equipment to be stored there, as this would free up space in the art-room

cupboard. Sound equipment would also then be nearer the stage, which would save much heavy lifting.

Action: Jocelyn to arrange with Gary Jones to build cupboard.

b. Outstanding bills / cheques for signature:

£21 for George for reimbursement of fee for temporary event notice for the Christmas dinner.

5. Glebe Field:

a. Bike Area/field access:

Action: David to ask Gary Jones to obtain and erect gate-post.

b. Risk Assessments:

Debby and David to write generic assessment.

c. Container:

Container has been painted in part – interrupted by inclement weather. Job to be completed and cladding put in place over the Christmas/New Year period.

Date agreed as Weds 30th December (all hands to the pumps please!)

Action: All

d. Overspill car parking:

George's second request to Express Signs has still not been processed! It was agreed to buy a sign locally.

Action: George.

6. Funding/Grant applications, etc:

David has received a quotation from South Wales Sports Grounds for the proposed multi-sports pitch. A large proportion of this is for weld-mesh fencing. It was thought that we could perhaps obtain an alternative type of fencing that could do the job for less money. Also, lighting arrangements need to be agreed (this would also require local consultation and planning permission, as lighting is not included in our planning consent).

It was generally agreed that we should approach the task in stages, using local labour for much of the work.

First Actions:

David to speak to Baker Fencing about costs for an alternative fence.

David to speak to the Sports Council for further advice about grants.

7. Maintenance, cleaning, etc.:

a. Maintenance/repairs, etc:

- Boiler has been serviced but requires replacement baffles. On order with Les Lewis, Heating Engineer.
- Plumbing jobs now completed, by Chris Moreton.
- Golf game still not sold – now stored in the container - ongoing
- Gary Jones has repaired some guttering. Some more still to do but having

- difficulties obtaining replacement parts - ongoing.
- Loft-ladder. Jocelyn has ordered one (concertina-type; complies with insurance requirements). We will need to install a safety rail at the top storage area. Ongoing.
 - New padlock required for oil tank. Ongoing
 - Need for a clear-out of clutter, including old computers, etc.
Action: All to pick up something from time to time and take to Monmouth amenity site. Ongoing.
 - Internal re-painting of lower part of walls now completed (with washable paint this time!).
 - Re-rendering and plastering done.
 - Andi has taken away the organ, which was loaned to the hall but was not used and was becoming damaged.
 - Alcove by goods-entrance to be converted to a lockable cupboard for sound equipment
Action: Jocelyn to arrange with Gary Jones.
 - Hedge along Watery Lane needs to be trimmed before March.
Action: To ask Ian Morgan to do this.

b. Overspill Car Park notice:

Action: George to obtain one locally.

c. 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. Ongoing.

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

Agreed.

9. Forthcoming events/licensing requirements:

(a) Next planned event will be the Panto in February.

Possible future events to be considered for the amphitheatre (June?). Could borrow inflatable stage-cover from Gary Clayton? To discuss at future meeting.

(b) Licensing:

George advised that, due to a misunderstanding with MCC Licensing, the issue of our alcohol licence and dispensation certificate had been delayed. However, everything is now back on track and MCC have estimated that we should receive the necessary licence and instructions just before Christmas.

10. Publicity/Marketing:

Booklet:

Action: George to ask Steve McNally to contact Martin re the “upside-down printing” problem.

11. Health and Safety:

Jocelyn has confirmed that we need an electrical “fixed-wire” inspection.

Action: George to obtain a quote from Thomas Brown Electrical of Monmouth

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

David to visit Scout hut with Nigel Meeks and see their air-exchange heating system, to see if something like this could benefit the hall.

Youth Club: Youth worker is leaving to take up another job. New one being appointed soon.

George to register Angela Paley as a keyholder and issue her with an entry/exit code number.

George reminded the committee that we must hold the next AGM by the end of January 2010. It was agreed that the details for the AGM will be discussed at the next ordinary meeting. In the meantime, George will put up notices around the Three Parishes advertising the AGM, as required by the Constitution.

13. Correspondence:

None_

14. Date of next meetings:

1. Ordinary meeting: Thursday 14th January 2010

2. AGM: Thursday 28th January 2010.

Both meetings at 7.30 pm at The Hall