

**Minutes of the Meeting of Llanishen Parochial Hall Management Committee,
held on Thursday 14th January 2010.**

Committee Members Present:

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

Apologies:

Muriel Jones, Babs Hempstead

1. Public Participation

None

2. Minutes of last meeting to be agreed:

The minutes of the December 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:

Andi confirmed his resignation, which was due to his house-move away from the area. He wished the committee well for the future and thanked them for the progress that had been made. The committee thanked Andi for his input and ideas.

4. Finance:

a. Treasurer's Report:

Jocelyn distributed the cumulative income and expenditure report for the current year (1/1/09 to date). We are still meeting costs, bar sales are higher and takings are up. Without bar stocks (to be added) we have just about broken even for the year. Private hirings are down when compared to last year and the "Whatever" needs to be marketed further. This year's expenditure has been high, due to much maintenance activity and building alterations (cupboards, etc.) as detailed in last month's minutes.

b. Outstanding bills / cheques for signature:

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

5. Preparation for AGM:

George reminded the committee of the procedure for the AGM and handed out an agenda.

All except Andi confirmed their willingness to stand again next year if elected/appointed.

As per the approved working constitution, next year's committee will consist of:

(a) Four elected members

(b) Five representative members, one of which should be from Trellech United Community Council, one from the Church and one from the Youth Club. The other two representative members would represent the user groups.

In the event of any of the above named organisations failing to appoint a representative member, the committee may appoint another member as a replacement

Jocelyn will arrange for a projector for her presentation on finance and Martin volunteered to bring a screen.

6. Glebe Field:

a. Bike Area/field access:

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

b. Risk Assessments:

Debby and David to write generic assessment. Ongoing

c. Container:

The bad weather has prevented the committee from completing the painting of the container. New date to be set when the weather improves.

d. Overspill car parking:

Action: George to buy a sign locally. Ongoing

7. 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.

Actions:

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

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

8. Maintenance, cleaning, etc.:

a. Maintenance/repairs, etc:

- Boiler has now been serviced

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 has been purchased To be fitted. 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.

Alcove by goods-entrance now converted to a lockable cupboard for sound equipment

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.

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

Agreed.

10. Forthcoming events/licensing requirements:

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

It was agreed to repeat the successful "Pie, Pint, Peas and Skittles night" during February.

A fund-raising event was proposed for the Spring. Debby suggested an eighties theme. To be discussed in detail at next meeting.

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 MCC Licensing were in the process of issuing our alcohol licence and dispensation certificate. This should arrive shortly.

11. Publicity/Marketing:

None

12. 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.
Ongoing

13. 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.

14. Correspondence:

Email received from Chris Batters offering to do a show for a fee of £200. It was agreed not to take up this offer.

14. Date of next meeting:

AGM: Thursday 28th January 2010, 7.30 pm at The Hall