

**Minutes of the Meeting of Llanishen Parochial Hall Management Committee,  
held on Wednesday 26<sup>th</sup> May 2010.**

**Committee Members Present:**

David Jones, George Weston, Babs Hempstead, Jocelyn Hickling.

**Apologies:**

Muriel Jones, Angela Paley, Debby Blakebrough, Jeff Edgson, Martin Sullivan.

**1. Public Participation**

None

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

The minutes of the meeting of 28<sup>th</sup> April 2010 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 summary. Cumulative income over expenditure amount as at end of April stands at -£1018.26. This has been due to significant expenditure in the past few weeks, including electrical testing/repairs, repair of fire-alarm wiring, unblocking of drains, fire equipment servicing and a late bill for grounds maintenance. Window glass has been broken and claimed for under our insurance policy but we have to pay £100 excess. Glass to be replaced by insurer's contractor on 1<sup>st</sup> June. Bills also received for rates and ground-rent. Oil tank is nearly empty – need more before it runs out completely.

Bookings have now increased and it is anticipated that we should break even by year-end. Soft-play parties and bar sales remain as the top income streams, with the youth club bringing in the most money from club income.

**Action: Jocelyn to order more oil.**

b. David suggested that we could perhaps benefit from the gift-aid scheme

**Action: George to check this out and see if we could qualify.**

c. Outstanding bills / cheques for signature:

Jocelyn to get outstanding cheques to George for signature.

**5. Glebe Field:**

a. Gate-post:

On hold for the present

b. Risk Assessments:

Debby arranging with MCC Youth Service for risk assessment. Ongoing

c. Container:

Container undercoat painted during maintenance day by Steve McNally. Still to be top-coated. Peter Copp has volunteered to clad the container. Thanks to Steve and Peter.

## **6 Funding/Grant applications, etc:**

Jeff has reported that our CEDS bid was not successful. Feedback will be available shortly.

## **7. Maintenance, cleaning, etc.:**

a. General maintenance/repairs:

Murals in foyer completed by Roy Smith-Jaynes, assisted by Lindsey Williams – a great improvement and much appreciated!

A great deal of work was completed during last week's maintenance weekend: guttering, downpipes, door handles, cleaning, painting, mowing/strimming, rubbish clearance, repairs to fascia, etc. Some work still to be done.

Thanks to all who participated.

Colin Richings has volunteered to fit a safety rail to the overhead storage area.

David and Neil will be looking at heat-exchange/air-exchange systems to supplement heating.

Martin has reported that the fascia is rotten in places and ideally needs to be clad with UPVC.

Action: Jocelyn to obtain quotes.

b. Drains:

We have had three instances of blocked drains needing to be jetted in the past few weeks. It was agreed that we get a camera-survey carried out to try and find out the reason (broken pipe perhaps?).

Action: Jocelyn to arrange for inspection.

c. Barbecue:

Amanda has agreed to organise.

Ongoing

d. New bouncy castle:

Ongoing (Jocelyn/Sue)

e. Golf game:

No response from Andi Francis to our offered price of £150.

f. New computer:

New computer to be connected up and wireless broadband needs to be reinstated – faulty modem.

Action: Jeff has agreed to do job, hopefully during week commencing 31<sup>st</sup> May.

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

Agreed (Jocelyn/David plus helpers).

### **9. Forthcoming events:**

Suggestion: “Jazz in the Park” in the amphitheatre (July).  
We need a Jazz band! Any ideas/contacts?

Village Challenge, Sun. 29<sup>th</sup> August:

Is everyone happy to use the hall for this year's event? If so, to run a bar during the day and into the evening.

Organisation: Martin looking after Llanfihangel, Barbara for Trellech Grange.  
Need organiser for Llanishen. Maybe Mike Owen? Pete and Michelle have expressed an interest.

Need to discuss in detail at next meeting.

Mexican Night, Sat. 25<sup>th</sup> September:

Jocelyn has booked Al Gray's “Poco Latino” salsa band.  
Ongoing.

WAG “Night Out” scheme: Jocelyn to check out availability of performers for the summer and check if any of them can perform out of doors – possible amphitheatre event?

### **10. Health and Safety:**

No issues currently.

We need to formalise our periodic checks of alarms, fire equipment, etc., and to document checks made.

Action: George to get record books prepared and start doing checks periodically  
Ongoing.

### **11. Any Other Business / Items for next month's agenda:**

None.

### **12. Correspondence:**

None

**13. Date of next meeting: Wednesday 30<sup>th</sup> June, 7.30 pm.**