

**Minutes of the Meeting of Llanishen Parochial Hall Management Committee,
held on Wednesday 29th September 2010.**

Committee Members Present:

George Weston, Babs Hempstead, Jocelyn Hickling, Jeff Edgson
(Meeting chaired by Jocelyn Hickling)

Apologies:

David Jones, Muriel Jones, Angela Paley, Debby Blakebrough, Martin Sullivan.

1. Public Participation:

None

2. Minutes of last meeting to be agreed:

The minutes of the meeting of 28th July 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 for the year as at end of September stands at -£728.16. This is an improvement on the July figure of -£1687.70, which was due to building and electrical repair bills earlier in the year. We are now back on track financially and should break even by year-end. There are many events between now and year-end which should generate a good income – see item 9 below. The Village Challenge event produced good revenue from bar and food sales and the Old-time Music-Hall event was well-attended.

b. Outstanding bills / cheques for signature:

None currently.

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 painting; still to be top-coated. Peter Copp has volunteered to clad the container. Ongoing.

6 Funding/grant applications, etc:

None currently. On hold for the present.

7. Maintenance, cleaning, etc.:

a. General maintenance/repairs:

Jeff has fixed guttering.

Chris Moreton has carried out plumbing repairs.

Neil has fixed the loose washbasin in the gents' toilet.

Actions:

Jocelyn to get quotes for fixing fascia and loose roof tile.

George will donate his old fridge-freezer later this week.

Art-room door needs fixing.

b. New bouncy castle:

Sue is happy that the current bouncy castle is still in a reasonable and safe condition. An emergency replacement can be obtained quickly if required. It was agreed not to purchase a new bouncy castle yet.

c. Computer/router:

Jeff has connected up the new computer and router, and all is now working, including wi-fi.

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

Jocelyn will arrange outside of the meeting.

9. Forthcoming events:

Saturday 2nd October: Amanda Copp's party.

No bar required, bring your own drinks.

Sunday 3rd October: Church harvest lunch

Saturday 30th October: Pie, pint & skittles night.

Actions: Bar and food:

Babs to order pies,

Jeff to get keg beer (enough for Bonfire Night as well),

Jocelyn to get other bar supplies and veggie food.

Friday 5th November: Bonfire night.

Bar, food and fireworks:

Actions: George to organise wood for bonfire,

Jocelyn to buy fireworks.

Saturday 4th or 11th December? (date to be confirmed): Xmas dinner.

Friday 17th December (to be confirmed): The North Singers – carols etc.

Saturday 18th December (to be confirmed): Rock Yer Sox Off with Prolapse.

Bar required.

Late January (to be confirmed): Mexican Night with music from Poco Latino.

10. Health and Safety:

First-aid box needs checking/replenishing.

Action: George.

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:

George to ask Martin to print off some more hall brochures.

12. Correspondence:

Report on legionella check done by MCC – low risk.

13. Date of next meeting:

Wednesday 27th October, 7.30 pm.