

**Minutes of the Meeting of Llanishen Parochial Hall Management Committee, held
on Thursday 13th January 2010.**

Committee Members Present:

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

Apologies:

David Jones, Muriel Jones, Angela Paley, Martin Sullivan,

1. Public Participation:

None

2. Minutes of last meeting to be agreed:

The minutes of the meeting of 1st December 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 is currently preparing the annual financial report for 2010, for the AGM.
Current account cumulative income over expenditure amount for the year is expected to be in surplus.

b. Outstanding bills / cheques for signature:

None.

5. Forthcoming event:

Saturday January 22nd 2011:

Mexican Night with music from Poco Latino.

Band fee will be £320

Estimated attendance 50 to 80.

Ticket price set at £8 per head (includes food)

Food – Mexican-style buffet (Tacos, tortillas, Chili, etc...) Babs and Jocelyn to obtain food.

Bar: Jocelyn to obtain supplies. All to lend a hand serving, as required

Publicity: Jocelyn to do posters/flyers, George to get info out via email. David to do blackboards.

Preparation: All to lend a hand on the day – catering, setting out tables, PA system, setting up bar, etc.

6. Preparation for AGM, Weds 26th Jan:

George confirmed that public notices had been posted on notice boards and then went on to explain the procedure for the AGM in accordance with the charity's scheme and working constitution. This can be summarised as follows:

- a. Chairman's annual report
- b. Treasurer's annual report
- c. Nominations/election for 4 elected posts (election if more than 4 nominations)
- d. Close AGM

e. Immediately after AGM, the newly elected members and the existing representative members hold a short meeting to confirm/appoint/reappoint representative members for 2011, and then to appoint persons (either elected or representative members) to the following posts:

Chairman

Vice-Chairman

Treasurer

Secretary

f. Agree a date in February for the first ordinary meeting of the 2011 committee

7. Date of next meeting:

AGM, Wednesday 26th January 2011, 7.00 pm.