

Minutes of the Meeting of Llanishen Parochial Hall Management Committee, held on Wednesday 16th February 2011.

Committee Members Present:

George Weston, Debby Blakebrough, Jocelyn Hickling, Martin Sullivan, Jeff Edgson, Babs Hempstead

Apologies:

1. Public Participation:

None

2. Minutes of last meeting to be agreed:

The minutes of the last 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 advised that, having been appointed as Chair at the AGM, she is in the process of preparing to hand over the financial reins to Jeff, our new Treasurer. A monthly income and expenditure breakdown was not provided in time for the meeting but she advised that we had recently had a delivery of heating oil (c.£800).

b. Outstanding bills / cheques for signature:

None apart from oil bill

5. Glebe Field:

a. Risk Assessments:

Debby arranging with MCC Youth Service for risk assessment. Ongoing.

b. Container:

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

6 Funding/grant applications, etc:

It was noted that, due to the current financial situation, grant-aid bodies currently have little or no money available to donate to charities such as ours to fund-raising. Jeff mentioned the Community Loan scheme which we discussed but there were some reservations raised. Our charity's working document and the archived Scheme refer to income being comprised of "payments for use of the building and land" (i.e. hirings) and "donations" (i.e. grants). It was therefore agreed that taking out any form of loan might well be contrary to the rules of the charity. It would also saddle trustees with a responsibility to make payments to loan-grantors and/or pay back "deposits", perhaps on demand.

7. Maintenance, cleaning, etc.:

a. Maintenance:

George reported that the recent electrical fault which put the boiler room out of action had been traced to a short-circuit in the anti-corrosion device fitted to the immersion heater. Bob Davies, Electrician, has disconnected the device for the time being and will return later to repair/replace it. In the meantime, the rest of the boiler room is now back in operation.

The additional fridge-freezer is now in position. The old one needs to be installed in the art-room and to enable this, part of the work-surface needs to be cut away – a job for the next maintenance day (see below) or earlier?

Some door handles, curtain-rails and light-bulbs need to be repaired/replaced.

It was agreed to hold a maintenance day on Saturday 7th May.

Actions:

Publicity required nearer the time – email, Village News, Google Group, etc.

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

b. Alternative energy requirements:

Jeff reported that he had been in touch with David Sully with regard to possibilities for installing solar panels. David had kindly supplied some estimates but it was seen that these would require a substantial initial capital outlay, although, of course this would be recouped in “payback” over 8 to 9 years. However, it was pointed out that the area which most requires an immediate cost-saving is heating oil, not electricity.

It was agreed that we would not pursue the solar option at present but would concentrate on investigating ground-source heating possibilities, with a view to replacing the oil-fired boiler. It was recognised that obtaining information and costs/benefits – and grants! - could well become very time-consuming. It was therefore agreed that we should seek a volunteer from the community who could be co-opted on to the committee until the next AGM and would be solely involved in investigating possibilities in this direction (in particular, liaising with Nigel Meeks, who has had a similar installation provided for the Usk Scout Hall).

Action:

George to put a message on the Google Group seeking a volunteer.

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

Jocelyn will arrange outside of the meeting. Help required this coming Saturday, 19th February, to put up the “Whatever” inflatable.

9. Forthcoming events:

New regular event: Salsa classes, Sunday evenings, 1 hour from 6.30 pm, as from Sunday 6th March.

25/26th February: Pantomime.
Bar required.

End of April: Royal wedding weekend, “street party”.
Details to be firmed up at next meeting.

Summer: Amphitheatre event.

Actions:

Suggestions for who/what performance required – discuss at next meeting.

Autumn (during next pub closure): Pie, pint and skittles night.

10. Health and Safety:

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. Publicity/advertising:

George reported that the hall's website had been out of action during the last week. The cause was identified as a virus in Steve MacNally's computer. The website has been reloaded and is up-and-running again.

Martin has volunteered to produce a template, which can be used to advertise forthcoming events in a standardised manner, both in printed and electronic forms.

Martin also agreed to forward some email addresses of Llanfihangel residents to George and Jeff, for inclusion in email circulations and Google Group membership respectively.

It was also recognised that we do not have much, if any, electronic contact with Trellech grange residents.

Action:

George to put notice in Village News asking for contact details.

12. Correspondence:

None.

13. Any Other Business / Items for next month's agenda:

None.

14. Date of next meeting:

Wednesday 30th March, 7.00 pm.