

## **Minutes of the Meeting of Llanishen Parochial Hall Management Committee, held on Wednesday 4<sup>th</sup> May 2011.**

### **Committee Members Present:**

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

### **Apologies:**

Martin Sullivan

### **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:

Jeff is in the process of taking over the accounts from Jocelyn. Accordingly, there was no financial statement available for end of April.

Jeff has obtained a new mandate form and will shortly arrange for cheque signatories' names to be updated

#### b. Outstanding bills / cheques for signature:

None

### **5. Glebe Field:**

#### Risk Assessments:

Debby will be making appropriate arrangements with Rory of MCC Youth Service tomorrow (5<sup>th</sup> May).

### **6. Alternative heating system project:**

Jocelyn, Jeff and Glenn Hall visited the Usk Scout Hut with Nigel Meeks and were impressed with the air-exchange heating system. It has the advantages of being relatively quiet, economical with regard to electricity usage and simple/inexpensive to install.

The general opinion was that it would be a good way of providing heat to the main hall, which is currently the main area that costs the most in oil bills. The underfloor manifold which pumps hot water around the main hall could be turned off leaving other rooms to continue being heated by the under-floor system or in taking some heat from the air-exchange system.

It was agreed that this appears to be a cost-effective option compared with ground-source and/or solar, as the air-exchange system would involve very little disruption (the oil boiler would remain) and low installation costs.

It was decided that we should get a survey carried out by the contractor to measure how much heat would be required in the hall, and to establish what this would mean in the number of units provided, and estimated running costs.

Action: Jocelyn to arrange with Glenn.

### 7. Funding/grant applications, etc:

No further action but it was agreed that we will need to seek funding for an air-exchange heating system once we know the costs.

### 8. Maintenance, cleaning, etc.:

The maintenance day was agreed to be on Saturday 7<sup>th</sup> May, from 10:00 am. It was agreed that the free meal should be a brunch, rather than a breakfast. Estimated numbers for food = 20.

Jobs required to be done are as follows, coordinated by committee members named next to each task:

Clean outside walls and remove remains of graffiti (we have some anti-graffiti liquid).

Refix downpipe and check guttering: Jeff.

Re-lay bricks on barbecue that were recently knocked off: Amanda/Peter

Repair boiler-room door: Jeff

Replace broken door handles/latches: Jeff

Replace blown bulbs and check sensors: Debby

Replace broken rails around the amphitheatre: (Check with Dave Jones)

Finish painting and cladding the storage container: Leave until later in year.

Touch up paint inside: Roy (if fit) / Jocelyn

Clear out unwanted stuff from the hall and take to dump: Much done already, courtesy of Angela and Sue – just a few old chairs etc.

Clear all rubbish from site/car park/playground/field/woods and take to dump: George

Re-fix curtains that have come adrift. New curtain rings required for some curtains (Jeff)

Strim/spray weeds around building and mow lawn: George/Dave  
ths

### **Actions:**

George to send reminder email round village, seeking help.

George to chase up Bob Davies re immersion heater (ongoing).

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

Jocelyn to ask Ian Morgan to mow field before Steve's wedding (14<sup>th</sup> May).

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

Jocelyn will arrange outside of the meeting.

### 10. Forthcoming events:

7<sup>th</sup> May: Maintenance day

14<sup>th</sup> May: Steve's wedding; Amphitheatre and hall. Live music from Prolapse in the evening.

June (TBC): 'Allo 'Allo (Martin to confirm)

28<sup>th</sup> August: Village Challenge. Coordination meeting in Carpenters Arms, evening of 25<sup>th</sup> May.

September (TBC): Old-time Music Hall

September (TBC): Poco Latino gig (Jocelyn to confirm with Al Gray)

October (during next pub closure - TBC): Pie, pint and skittles night.

5<sup>th</sup> November: Bonfire Night

### **11. 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.

Fire extinguishers to be serviced.

Jocelyn to arrange, George to attend (any Thursday or Friday).

### **12. Publicity/advertising:**

Martin is finalising a template for events and for advertising generally. (Ongoing).

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

None.

### **14. Correspondence:**

None.

### **15. Date of next meeting:**

**Wednesday 1<sup>st</sup> June, 7.30 pm, at The Hall.**