

Minutes of the Meeting of Llanishen Parochial Hall Management Committee, held on Wednesday 1st June 2011.

Committee Members Present:

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

Apologies:

Debby Blakebrough

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:

Jeff produced a partial monthly statement but advised that he had agreed with Angela that she would be taking over the treasurer's duties from him. Angela will also arrange for the completion of the new bank mandate form and arrange for any outstanding cheques to be signed and dispatched. It was noted that bookings are down.

Action:

Jeff to hand over to Angela

Jocelyn to supervise hand-over and arrange for monthly spread-sheet to be produced.

5. Glebe Field:

Risk Assessments:

Ongoing (Debby)

6. Alternative heating system project:

Jeff and Glenn Hall to arrange for a detailed survey and quotation to be provided by the company that provided the air-exchange system at the Usk Scout Hut. If necessary, it was agreed that we would hold an extraordinary meeting to discuss the quotation, when received.

Martin and Jeff had visited the St. Arvans photo-voltaic presentation.

However, it was noted that our building is orientated in such a way that might preclude any substantial benefit being received from solar energy if adopted. (Our main roof-area faces northwest)

Action: Jeff and Glenn to arrange for air-exchange survey and quotation.

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.

George has received an email from GAVO listing available funding schemes. However, most of the schemes listed seem to be concerned with community

inclusion and safety, etc. George will forward copies of the email to committee members.

8. Maintenance, cleaning, etc.:

The maintenance day on 7th May was well attended with many tasks being completed.

Jobs still outstanding are as follows:

Finish re-laying bricks on damaged barbecue (Glenn).

Re-fix louvre on boiler-room door (George).

Replace broken door handles/latches and/or replace with pull-handles and push-plates.

Finish painting and cladding the storage container: Leave until later in year (Peter Copp).

Curtains have come adrift again on the double doors between the hall and art room, and have had to be removed again (brackets not up to the job!) It was suggested that blinds should be fitted to the glass panels instead.

Actions:

George to ask Glenn if he could finish off the barbecue brickwork

George to fix boiler-room door.

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

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

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

Jocelyn will arrange meets and greets outside of the meeting.

Babs reported that some potential hirers have been asking many detailed questions about terms and conditions.

George has checked the available documentation and has found a conditions-of-hire summary document, which requires updating.

We also have a very brief terms-and-conditions summary on our website.

A full and detailed list of conditions of use is contained within our booking form, which again is available on our website.

Action: George to update the conditions-of-hire summary document and put a copy on the notice board in the foyer.

10. Forthcoming events:

Martin advised that the 'Allo 'Allo performance would unfortunately not take place in June, due to the unavailability of cast members.

Events planned / suggested are as follows:

July (TBC): The Ronaldos (if available and willing to play in Amphitheatre)

Babs/Jocelyn to check availability and fee. Could borrow inflatable stage-cover from Gary Clayton and generator from David Hathway?

21st July: Llanfihangel concert

28th August: Village Challenge. Next coordinators' meeting at The Star Inn on Weds 29th June at 7.30 pm.

September 10th: Old-time Music Hall. Planning meeting on June 12th.

1st October (TBC): Poco Latino gig (Jocelyn to confirm with Al Gray)

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

5th 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 checked/serviced.

George to meet engineer on Thursday 2nd June.

12. Publicity/advertising:

Martin has produced the template for advertising events at The Hall and asked in what format they should be for The Village News.

It was suggested that Word documents might be best but to check with Ron. (Ongoing).

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

Babs suggested that we promote some reduced-price "special offers" in order to get more bookings. Generally agreed. To discuss in more detail at next meeting.

It was suggested that the gentleman from Trellech Grange (name unknown) who fixed the curtains during the maintenance day might wish to join the committee. We have the scope to recruit an extra representative member or to co-opt if required.

Action: Jocelyn to speak to Sue.

14. Correspondence:

Funding email (see item 7 above).

15. Date of next meeting:

Wednesday 6th July, 7.30 pm, at The Hall.