

Minutes of the Meeting of Llanishen Parochial Hall Management Committee, held on Wednesday 6th July 2011.

Committee Members Present:

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

Apologies:

Babs Hempstead

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. Proposed Handover:

Jeff is now not under so much pressure of work and will therefore carry on as Treasurer. The proposed transfer to Angela is now postponed.

b. Treasurer's report:

Jeff provided copies of the cumulative income and expenditure schedule, as at 12th June. Total recorded income to date was £5,903.04. Expenditure was £5,626.57, leaving a current surplus of £276.47. Some cash is still to come in.

c. Outstanding bills, cheques, etc.:

Jeff has arranged for a direct debit rebate with Swalec. Forms were signed

d. Cheque signatories' mandate:

Forms obtained from bank and details completed.

e. Insurance:

Jocelyn has received a renewal notice from our insurers, No increase in price (third year of three-year fixed term) despite recent claims for drainage and window repairs. It was agreed to renew the policy.

5. Glebe Field:

Risk Assessments:

Debby is dealing with Monmouthshire Youth Service re possible requirement for a risk assessment for the Glebe Field.

Since the meeting, Debby has established that current notices are sufficient for purpose and that risk assessments would only be required for events on the field as and when required.

6. Alternative heating system project:

It was agreed that we contact the air-exchange system supplier and ask for a detailed survey and quotation for the hall. The possibility of solar energy might be considered at a later date but the air-exchange system was considered to be a priority item before the winter.

7. Funding/grant applications, etc:

Jeff has obtained an application form from the Welsh Government's CFAP small grants scheme. It was agreed that we should seek funding from this scheme to part-fund the air-exchange system.

8. Maintenance, cleaning, etc.:

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 on internal doors keep coming adrift. It was agreed that roller blinds would be a better option. To follow this up.

Immersion heater anti-corrosion unit still not fixed or replaced.

Fascia and roof tile need fixing.

Glebe field needs mowing in early August, in time for Village Challenge.

Actions:

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

George to fix boiler-room door.

George to sort out replacement/repair of anti-corrosion device (ongoing).

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

Jocelyn to arrange with Ian Morgan for mowing of Glebe Field

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

Jocelyn will arrange meets and greets outside of the meeting.

10. Forthcoming events:

Events planned / suggested are as follows:

21st July: Llanfihangel concert is on. Advert in current edition of Village News.

28th August: Village Challenge. Coordinators' meeting was held at The Star Inn on 29th June – Babs and George attended for Llanishen, Ray, Charles and Diana for Llanfihangel. No reps from Trellech Grange. See appendix to these minutes for further details.

Next co-ordinators' meeting to be held at the Carpenters Arms, Llanishen on Wednesday 27th July, at 7.30 pm.

September 10th: Old-time Music Hall.

Date may be changed due to unavailability of Musical Director (Al Gray).

Poco Latino gig postponed until later – fully booked up for Saturdays in 2011.

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

5th November: Bonfire Night

December (TBC): Christmas Dinner

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.

Accident book needs to be in a prominent place, near to first-aid kit.

Fire extinguishers were checked – all OK – and re-labelled on 2nd June.

12. Publicity/advertising:

Martin produced templates for advertising events at The Hall and also a generic advertisement for the Hall, both in Word Document format. It was agreed to use these in future publicity.

Action: George to save templates and use in future for posters, Village News adverts, etc.

Terms and conditions summary to be produced and put on notice board.

Action: George.

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

Possible co-option of member:

Action: Jocelyn to speak to Sue.

14. Correspondence:

None

15. Date of next meeting:

Wednesday 7th September 7.00 pm, at The Hall (note earlier start time).

APPENDIX TO MINUTES OF MEETING – VILLAGE CHALLENGE 2011.

Date:

August Bank Holiday Sunday, 28th August.

Venue:

The Hall/Y Neuadd and the Glebe Field, Llanishen for main events, with the morning's sporting activities taking place at Keeper's Lodge Farm, Llanishen (courtesy of Clive Prichard).

Village coordinators: (possibly subject to change, additions, etc.):

Llanfihangel-tor-y-Mynydd: Ray, Charles, Diana

Trellech Grange: Barbara and Martin

Llanishen: Jocelyn

Interim programme of events:

N.B. All events are open to all ages and genders except where indicated below.

10:00 am: Cricket, followed by Touch Rugby, at Keeper's Lodge Farm.

(Llanishen to prepare wicket beforehand.)

Rules as per last year.

Cricket Umpire: Roy Smith-Jaynes

12:30 pm: Lunch (burgers, etc.) at The Hall. All-day bar opens.

Volunteers required for cooking.

Afternoon events and village responsible for organising/obtaining equipment:

Timings to be confirmed later

Boules/Petanque, Llanfihangel

Egg-throwing, Trellech Grange

Tug-of-war (men only), Llanishen. (Chriss Knight to organise)

3-legged race, Llanishen

Sack race, Llanishen

4-person plank race, Trellech Grange

Welly-wanging, Llanfihangel

Wheelbarrow race, Llanishen

Darts (indoors), Trellech Grange

Skittles (indoors) Trellech Grange

Wine-tasting challenge (adults only - indoors), Llanishen

Volleyball (6-a-side - indoors), Llanfihangel

Generation Relay, Llanfihangel

Ray has booked all necessary equipment for Llanfihangel events, plus the tug-of-war rope.

Next meeting:

There will be another co-ordination meeting at The Carpenters Arms, Llanishen on Wednesday 27th July, at 7:30 pm to firm up arrangements. All are welcome.