

**Minutes of the Meeting of Llanishen Parochial Hall Management
Committee, held on Wednesday 7th September 2011.**

Committee Members Present:

George Weston, Jocelyn Hickling, Jeff Edgson, Debby Blakebrough

Apologies:

Martin Sullivan, 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. Treasurer's report:

Jeff did not have the cumulative income and expenditure schedule ready in time for the meeting. However, he reported that over £1,100 was banked last month. It is now getting near to the time when the heating needs to be switched on and Jeff will order some more oil shortly.

b. Outstanding bills, cheques, etc.:

Two outstanding payments are being chased up.

c. Cheque signatories' mandate:

Almost complete. Jeff to get form finally completed and then back to the bank.

5. Glebe Field:

Risk Assessments:

It has been confirmed that current notices are sufficient for purpose.

Item discharged.

6. Alternative heating system project:

Provision of an air-exchange system will be dependent upon grant funding (see 7 below).

7. Funding/grant applications, etc:

Jocelyn advised that our bid for funding from the Welsh Government's CFAP small grants scheme had been unsuccessful. It was agreed that we should seek further funding. George advised that Trellech United Community Council would consider any application for part-funding, up to a maximum of half the cost or £500, whichever is the smaller amount.

8. Maintenance, cleaning, etc.:

Jobs still outstanding are as follows:

Re-fix louvre on boiler-room door.

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

Finish painting and cladding the storage container

Fascia and roof tile need fixing.

All the above jobs to be carried out at next Spring's maintenance day (date t.b.c.) if not before.

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

Details agreed.

10. Forthcoming events:

Events planned / proposed are as follows:

15th October (during next pub closure): Pie, pint and skittles night.

5th November: Bonfire Night

3rd December: Christmas Dinner

March 2012 (TBC): Mexican Night with Poco Latino.

11. Health and Safety:

George will get record books prepared and start doing checks periodically

12. Publicity/advertising:

Terms and conditions summary has been produced and is now on the hall notice board.

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

Possible co-option of member:

Action: George to put email out asking for volunteers.

14. Correspondence:

None

15. Date of next meeting:

Thursday 13th October 7.00 pm, at The Hall

(Agreed to change meeting day from Wednesdays to Thursdays for the winter period, in order not to clash with quiz nights).