

Minutes of the Meeting of Llanishen Parochial Hall Management Committee, held on Thursday 13th October 2011.

Committee Members Present:

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

Apologies:

None

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 circulated the cumulative income and expenditure schedule, which showed that a current surplus of £731.81. Oil has been ordered and delivered. It was resolved to switch the heating back on for the winter.

b. Outstanding bills, cheques, etc.:

None mentioned

c. Cheque signatories' mandate:

Jeff has submitted the mandate form to HSBC.

d. Other financial matters:

Charity Commission return:

Action:

Jocelyn to complete the annual Charity Commission return for 2010 online, before the end of October deadline.

PRS bill:

Jocelyn has received this year's Performing Rights Society's (PRS) invoice.

Action:

Jocelyn to pass to Jeff for payment.

Receipt book:

It was agreed to get a receipt book, to be kept in the kitchen, for recording payments for bookings.

Action:

Jocelyn to get a receipt book

Hire Charges:

Kids' soft-play parties now £75

"Whatever" parties now £95

Action:

George to get website updated.

Invoices:

Action:

George to provide Jeff with a blank invoice for sending to organisations that book the hall and require invoices before payment.

5. Alternative heating system project:

It was resolved to order the air-exchange system from EHS, regardless of any grants. Money to be taken from capital account and this will be topped up from surpluses in current account.

Action:

Jeff to arrange (also see 7 below).

6. Funding/grant applications, etc:

George has sent an email to Severn Wye Energy Agency (Vital Villages scheme) asking if they would be prepared to provide a grant for the air-exchange system. Currently awaiting reply.

George advised that Trellech United Community Council would consider any application from local community groups for part-funding of projects, up to a maximum of half the cost or £500, whichever is smaller.

Action:

George to supply Jeff with a specimen letter to send to the Clerk of TUCC.

7. Maintenance, cleaning, etc.:

Jobs 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.

New jobs:

Lights in ladies' loo – new PIR sensor ordered from Thomas Brown Electrical. To be fitted tomorrow (Friday 14th Oct).

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

Jocelyn to arrange.

9. Forthcoming events:

Events planned / proposed are as follows:

15th October: Pie, pint and skittles night. Entry £5 (adults), £3.50 (children)

5th November, 6:30 pm: Bonfire Night. Free entry but drinks prices to increase by 50p to cover cost of fireworks.

3rd December: Christmas Dinner

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

10. Health and Safety:

George will do monthly alarm/safety checks and log these, starting tomorrow (Fri 14th October).

Access to the overhead store in the art room was discussed. Thoughts ranged from another collapsible ladder to putting a door at the end of the balcony. Also, safety rails are needed for both overhead stores. To discuss further at next meeting.

Babs raised the possibility of installing a “flying wire” for the next panto. Agreed in principle, subject to survey.

11. Publicity/advertising:

Yvonne Turner has expressed an interest in looking after publicity.

Action:

Jocelyn to speak to Yvonne

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

“Switch off lights” stickers.

Martin agreed to try and obtain some

13. Correspondence:

None

14. Date of next meeting:

Thursday 17th November, 7.30 pm, at The Hall