

Minutes of the Meeting of Llanishen Parochial Hall Management Committee, held on Thursday 15th December 2011.

Committee Members Present:

Martin Sullivan, George Weston, Jocelyn Hickling, Jeff Edgson, Debby Blakebrough
Muriel Jones.

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. Treasurer's report:

Jeff circulated the cumulative income and expenditure schedule, which showed that a current surplus of £584.70. Imminently awaiting £500 grant cheque from TUCC towards cost of new heating system.

b. Outstanding bills, cheques, etc.:

None mentioned

c. Cheque signatories' mandate:

Jocelyn has submitted form to HSBC; awaiting processing.

d. Donation:

Gail and Yvonne at the Cattery have kindly donated £10 towards bonfire night

5. Alternative heating system project:

Heating system in and working, paid for from capital account.

Some confusion exists as to settings. This was agreed as:

1. Don't switch system off

2. Leave system at 16 when hall not in use and leave art-room door open.

3. At start of a session, increase temperature to suit the activity (typically 20 – probably less for keep-fit, etc.); turn back to 16 after use

Action:

George to do posters and put up in hall and put a sticker on the remote control.

6. Funding/grant applications, etc:

Trellech United Community Council kindly agreed a grant of £500 towards heating system. Cheque signed on 12 Dec and will be sent to Jeff.

7. Maintenance, cleaning, etc. (ongoing):

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.

Bar to be fitted across centre of stage. Jeff to speak to Terry for ideas.

8. Preparation for AGM:

Date agreed – Thursday 2nd February at 8.00 pm.

George distributed a reminder of procedures, etc., and will put up public notices shortly after Christmas

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

Jocelyn/Jeff to arrange outside meeting.

10. Forthcoming events:

Events planned / proposed are as follows:

7th January: Kate Williams' 18th. Richard has extended an open invitation to all.

10th February (TBC): Beer & Skittles night?

17th/18th February: Pantomime.

25th February: Tree planting day (see 11 below)

Ideas required for March and April.

11. Tree Planting:

George has obtained a box of 105 (free!) tree seedlings from the Tree Council, for planting on the Glebe Field to celebrate Jubilee Year.

Agreed to have a tree planting day on Saturday February 25th.

12. Health and Safety:

George now carrying out monthly alarm/safety checks and logging these in a book in the kitchen.

13. Publicity/advertising:

Yvonne Turner has agreed to help with publicity.

It was mooted that perhaps we should do an online newsletter. To discuss in more detail later.

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

Martin kindly supplied some "Switch off lights" posters. To be put up in the hall.

Jocelyn explained about the new annual presentation to a person who had done most for the community. This year, Roy Smith-Jaynes has won.

15. Correspondence:

None

16. Dates of next meetings:

Committee Meeting: Thursday 19th January, 7.30 pm, at The Hall

Annual general Meeting: Thursday 2nd February, 8.00 pm.