

## **Minutes of the Meeting of Llanishen Parochial Hall Management Committee, held on Thursday 19<sup>th</sup> January 2012.**

### **Committee Members Present:**

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

### **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 circulated the cumulative income and expenditure schedule, which showed that a current surplus of £107.92 (some cash still to be added and also cheque for December TUCC meeting).

Bookings have increased lately – children's parties and MCC meetings. Hall also booked by MCC for elections in May and November. Increase in enquiries via hall website.

It was noted that MCC had served notice of a rent review for the land and Glebe Field – now £62 p.a. Document signed.

MCC have also sent a return to be completed for re-assessment of business rates.

**Heating-oil level needs to be checked.** Less being used since air-exchange system installed.

#### b. Outstanding bills, cheques, etc.:

None mentioned

#### c. Cheque signatories' mandate:

Now completed and implemented.

### **5. Heating system:**

Posters showing how to operate the air-exchange units now up.

**Filters inside the two units need to be checked monthly and vacuumed as required.**

The art-room can be heated either by turning up the thermostat or by leaving the doors open and using the air-exchange system.

### **6. Funding/grant applications, etc:**

Email circulated with some suggestions for funding

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

Mike Owen has kindly fitted a safety bar on one of the high-level storage areas.

One of the vacuum-cleaners reported faulty by Carron. **Check with Carron and if not repairable, buy a new one.**

The alarm on one of the freezers has been sounding intermittently. **To check.**

Sue Mossman has asked to be taken off the phone rota for alarm call-outs. **George will arrange this after the AGM, as other changes to the rota may also be required** (the alarm box has to be programmed by the alarm company, who can also do a test of the system at the same time.

### **8. Preparation for AGM:**

Date agreed – Thursday 2<sup>nd</sup> February at 8.00 pm.

**Jeff and Jocelyn will get together before the event to write Chair's and Treasurer's presentations.**

**George will bring voting slips in case these are needed.**

**George to circulate AGM details on email and Google Group, and ask Steve to put info on the hall website.**

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

Jocelyn/Jeff to arrange outside meeting.

### **10. Forthcoming events:**

Events planned / proposed are as follows:

**11<sup>th</sup> February:** Beer & Skittles night. **George to publicise by email etc. Posters required also.**

**17<sup>th</sup>/18<sup>th</sup> February:** Pantomime.

**25<sup>th</sup> February:** Tree planting day (see 11 below)

**May/June (TBC)** Mexican night. **Jocelyn to check with Al Gray as to availability of Poco Latino.**

### **11. Tree Planting:**

Tree planting day agreed for Saturday February 25<sup>th</sup>.

### **12. Health and Safety:**

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

### **13. Publicity/advertising:**

Possibility of a new local news-sheet being produced by Andy Sherwill, freelance reporter. More details as they become available

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

None

### **15. Correspondence:**

None

### **16. Date of next meeting:**

**Annual General Meeting: Thursday 2<sup>nd</sup> February, 8.00 pm, at The Hall.**