

## **Minutes of the Meeting of Llanishen Parochial Hall Management Committee, held on Wednesday 27th March 2013.**

### **Committee Members Present:**

Jocelyn Hickling, Martin Sullivan, Debby Blakebrough, Glenn Hall, Jeff Edgson.

### **Apologies:**

George Weston

### **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. Repairs and Maintenance:**

Following agreement at the last meeting the main subject of the meeting was Repairs and Maintenance.

In addition to the summary list drawn up by George, Glen had taken a video of the exterior of the Hall for all to look at to assist with identifying issues and to form the basis of discussion and all present walked around the inside of the premises to identify any other items requiring repair.

In addition to the items on George's list of 16 points, the following were also identified:

#### WC's:

Missing Tiles in Gents Toilet

Lack of Towel Rails in Toilet areas

Broken Toilet Roll Holders

Patches required to damaged linoleum floor covering (gents)

Loose light fittings in both Gents and Ladies Toilets

Sinks loose in Ladies Toilets

Lock to disabled Toilet broken

#### Main Hall:

Broken Power Socket

Broken strut on Balcony Balustrading

Loose sound panels on walls

Broken/Missing Curtain Poles

Cages protecting light fittings missing

Lino floor covering damaged near to stage edge

Lino floor covering coming apart at centre join

#### Kitchen:

Wall cupboard closest to sink damaged by steam

Crack in Kitchen Wall

External:

Video identified some loose tiles over main entrance canopy

Pressure test of Oil Tank to ensure free from leaks

It was agreed that some of these works would be outside of our own expertise/ capacity to carry out and that a specification of works that need to be carried out by an external contractor should be drawn up in order that we can obtain 3 quotes. It was agreed that if these were itemised on a schedule, we could pick the ones we considered were urgent and needed doing asap and then, quotes permitting, others could be planned and budgeted for when funds permit. It was also agreed that if we had a costed schedule then we could look to apply to some of the available funding sources for either a contribution or a full grant towards the costs.

It was agreed that the works that would require a quote from an external contractor were:

Front fascia board over Main Entrance

Loose tiles over main entrance

Replacement of Broken guttering

External Decoration of windows and Doors

Repairs to Window frames

Patching of damaged flooring

Rejointing of main hall floor covering

Internal Decoration

Replacement of Broken Sockets

Jocelyn agreed to draw up a specification of works required to pass over to contractors to obtain quotes.

It was agreed that the condition of all the internal door furniture was poor and we should look to replacing that as a matter of priority as it made the Hall look tatty on first impression. As well as handles and closers, it was agreed that facing plates should be purchased and fixed over where previous fittings had been removed/replaced. It was agreed to press ahead with this as part of a specific working party and Glenn volunteered to purchase the furniture that was required and organise a team of volunteers for a working party to concentrate on completing that task as soon as possible.

It was also agreed going forward that tasks would be split into working parties with a nominated committee member responsible for completion of a particular task. It was agreed that many of the other smaller tasks would be completed on the next community work day but planned in advance so we could ensure that on the work day the right personnel, tools and materials were available to complete the job.

## **5. Finance:**

No report this month

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

Jocelyn to arrange outside meeting.

## **7. Forthcoming events:**

March 23<sup>rd</sup>: Roy's quiz and curry night:  
Vounteers required to prepare and serve curries.  
Admission: Adults £5, Children £2

**8. Health and Safety:**

No Issues discussed.

**9. Publicity/advertising:**

Not discussed

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

Follow up to Repairs and Maintenance to be discussed at start of meeting  
Main Body of Next meeting to Focus on Income Generation

**11. Correspondence:**

None.

**12. Date of next meeting:**

**Wednesday 1<sup>st</sup> May 2013.**

**Theme of next meeting: Income Generation.**