

Minutes of the Meeting of Llanishen Parochial Hall Management Committee, held on Wednesday 1st May 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:

Repairs and Maintenance- GH had made some enquiries into replacement door furniture and would seek to have an update for next meeting.

JH Tabled the draft schedule of works for an external contractor- It was agreed that the schedule be distributed for quotes and depending on the level of quotes received we would then revisit the schedule to see which items to proceed with.

4. Income Generation:

Following agreement at the last meeting the main subject of the meeting was Income Generation

Sources of Income discussed.

Primary source of income is still soft play. It was agreed that much of the soft play equipment was beginning to look tired and was in need of some repair and upgrading. Whilst the current equipment is functional and will no doubt last a bit longer with appropriate care, it was felt by the committee that we should look at a planned programme of replacement to ensure that we keep our competitive edge over other facilities and can continue to attract users and thus maintain this very valuable source of income. There are a number of grants available at present for capital expenditure and aimed at giving institutions the ability to generate income- so replacement of the softplay would appear to fit this category. Debbie to speak to her contacts regarding these grants so that we can ensure that we have the right information to target our application. JH to liaise with Angela and Sue to draw up a 'wish list' so that we can price up the replacement for grant application purposes.

It was noted that another potential source of increasing income would be to encourage the use of the Hall during the weekdays as apart from Tuesdays and Friday afternoons, the Hall is not used much during the week. A discussion was held on trying to target use for business during these periods. The general facilities that we have available were discussed and in particular the condition of the chairs. It was agreed that we should price up for replacement chairs that can be more efficiently stacked and that would provide a better impression for potential use for conferences, meetings etc. It was felt that this would also fall within the remit of the capital grants available and that a purchase of the same whilst grant funding was available should be considered. Again Debbie to discuss with her grant contact to confirm what information we require to

pursue funding.

Another item discussed in the same vein would be a PA system belonging to the Hall that is a permanent fixture. The current PA equipment is not owned by the Hall but by various individuals.

It was agreed that in order to generate additional streams of income we would need to be specific with our marketing and use targeted marketing aimed at certain uses to try and raise the profile of the Hall for certain uses. Jeff to look into costs for advertising in publications such as the Beacon and the SW Argus.

5. Finance:

Current Account showing a healthy balance of £3809.73 and the Capital Account showing a balance of £10,946.41

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

Jocelyn to arrange outside meeting.

Bookings include: 70th Party, Wedding Party (Hall providing bar), 3 softplay parties

7. Forthcoming events:

2nd June- Open Gardens

8. Health and Safety:

No Issues discussed.

9. Publicity/advertising:

Not discussed

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

Jeff raised the issue of Solar Panels and whether it would be worthwhile investing in order to reduce the utility bills. General view was that the utility usage profile of the Hall would not make economic sense at this point in time.

Air handling units discussed. Jeff to ask Hans to review whether or not another air exchange unit could be installed into the art room and at what cost.

11. Correspondence:

None.

12. Date of next meeting:

Thursday 30th May 2013

Theme of next meeting: Reaching out to the Community/Community Involvement.