

Minutes of the Meeting of Llanishen Parochial Hall Management Committee, held on Thursday 30th May 2013.

Committee Members Present:

Jocelyn Hickling, Martin Sullivan, Jeff Edgson, George Weston.

Apologies:

Debby Blakebrough, Glenn Hall

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: Glenn had made some enquiries into replacement door furniture and has provided some information on options. (Ongoing)

No further action yet on Jocelyn's 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. (Ongoing)

Angela has volunteered to take on replenishment of stock items, toilet paper, cleaning materials, crockery, etc., and has also proposed that she would undertake minor repairs and replacements as and when required, claiming back expenses from Jeff. Angela's offer was accepted with thanks. Angela to liaise with Glenn with regard to door handles/latches/fixings as appropriate.

Debby to confirm availability of grants appropriate to replacing soft-play equipment / bouncy castle. If money available, to cost out replacements. (Ongoing)

4. Finance:

Report not submitted but finances currently healthy with a current account balance of £2400.

5. Reaching out to the community:

It was agreed that we should put out a questionnaire to local residents, asking, for instance:

What would you like the hall to be doing for you?

Would you like to be on our email list?

etc...

Another idea was to make some of the hall's grounds available as a non-official "allotment" for local residents. Perhaps set up a gardening society?

Action: Jocelyn to provide a draft questionnaire for discussion, and set up a public meeting for the Autumn.

6. “Meet and Greet” rotas for the next month:

Jocelyn to arrange outside meeting.

7. Forthcoming events:

2nd June - Open Gardens. Jeff/Jocelyn to put out posters. Map done, refreshments arranged.

15th June – Lucia’s wedding celebration party.
Grass needs mowing.

Action: George to arrange with Ian Morgan.

8. Health and Safety:

Fire & Safety Ltd to visit and check/recharge extinguishers on Friday 21st June, 10:00 am.

Action: George to provide access.

9. Publicity/advertising:

Not discussed

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

Jeff to ask Hans to review whether or not another air exchange unit could be installed into the art room and at what cost (Ongoing).

11. Correspondence:

None.

12. Date of next meeting:

Thursday 11th July 2013, 7:45 pm.