

**Minutes of the Annual General Meeting of Llanishen Parochial  
Hall Management Committee, held at The Hall / Y Neuadd,  
Llanishen, on 28<sup>th</sup> January 2010.**

**2009 Committee Members Present:**

David Jones (Chairman), George Weston (Secretary), Jocelyn Hickling (Treasurer), Debby Blakebrough (Vice-chair), Martin Sullivan.

**Apologies:**

Babs Hempstead, Muriel Jones

There were 10 members of the public in attendance.

**Introduction:**

David opened the meeting by welcoming those attending and stated that, as in previous years, the business of the AGM would be confined to the Chairman's report, Treasurer's report and nominations/elections for the 2010 hall management committee. George then explained the procedure for the election of four elected members, as required by the charity's constitution, and asked for nominations.

Four candidates put their names forward for election: David Jones, Jocelyn Hickling, Martin Sullivan and Debby Blakebrough, all of whom were elected members of the 2009 committee.

There being no additional candidates, all four were duly re-elected for 2010.

Andi Francis, having recently moved to Monmouth, has tendered his resignation as representative member for youth club and soft-play.

David gave vote of thanks to Andi, not least for his vision, energy and ideas for improving and enhancing the facilities offered by the hall, many of which have been put in place. He remarked that at times it had been difficult trying to keep up with Andi and his enthusiasm!

Angela Paley volunteered to take Andi's place on the committee and was accepted. Angela has also volunteered to help Jocelyn with some of the duties of Treasurer.

All other representative members were reappointed.

### **Chairman's report:**

David reminded the meeting of the achievements and events of 2009.

Over the past twelve months, the committee has been concentrating on maintaining and improving the facilities that the hall has to offer. Fruit trees have been planted on the glebe field, an overspill car-park has been created and a container has been stationed on the field for storage/workshop purposes. Inside the hall, more storage space has been created by the addition of shelving and also construction of a new cupboard for the sound and lighting equipment. Steve McNally has kindly produced an updated website for the hall and keeps it updated regularly for us. In 2009, a new "working constitution" document was produced, with much-appreciated legal advice from Paul Williams and Therese Gray. The new document was approved by and registered with the Charity Commission and now provides an up-to-date set of rules for the day-to-day operation of the trustees of the hall charity (the committee). The original Charity Scheme of 1979 still exists as a historical document but day-to-day activities are now governed by the new working constitution.

Usage of the hall has increased, with regular activities taking place on most evenings. Currently, the only free evening at the hall is Wednesday. Circuit-training takes place on Mondays, Youth Club (junior and senior sessions) on Tuesdays, Art Club on Thursdays and Indoor Bowls and Whist Drives on Fridays. Private hire for parties takes up many weekends. The youth club is proving very popular, with children from neighbouring villages attending as well as those from the three parishes. The large "Whatever" inflatable activity centre has proved to be very popular, providing an adventurous yet safe means of letting off steam for older children! The inflatable is also available for children's/teenage parties on a private hire basis. The annual pantomime continues to draw large audiences, with the next performance scheduled for Friday and Saturday 19/20<sup>th</sup> February. Soft-play (both the weekly sessions and private parties) remains very popular. Parents are impressed that they can hire the whole hall, together with soft-play apparatus and use of the kitchen and side-rooms for catering, all for a one-off fee of £65. Parties are now being booked by parents from as far away as the Forest of Dean, and many of these return again, giving us repeat business and much-needed income.

We take account of the fact that we are a charity and are not in business to make excessive profits. However, the running expenses of the hall are considerable, when taking into account utility bills, cleaning, maintenance, etc., and it is therefore important to bring in as much income as possible to cover – and hopefully exceed – expenditure, which so far we have managed to achieve.

Looking to the future, the committee has recently taken advantage of a change in the licensing laws and has applied for a permanent alcohol licence. This will enable us to run as many events as we wish throughout the year without needing to continually serve the County Council with temporary event notices, which are expensive and limited in number. We have been advised that we are likely to be granted a permanent licence imminently, just in time for the proposed late winter and spring events.

Moving on to the glebe field, we are proposing to construct a multi-use games area, for which we already have full planning consent. Planning for this is in the early stages and external funding sources are currently being investigated. A proposal has already been received from a local sports-ground company, which is being considered. We are hoping to keep costs down for the project by using local labour wherever possible.

We are also investigating alternative methods of heating the hall, perhaps by using an air-exchange system similar to that employed by the Usk Scout Group at their new hall.

All in all, we look forward to another busy year!

At this point, Debby proposed a vote of thanks to the Chairman, Treasurer and Secretary.

### **Treasurer's report:**

Jocelyn gave a comprehensive presentation of the financial situation for 2009 and also distributed copies of pre-examined accounts for the year.

Total income was £14,316.94 and expenditure was £14,127.30, providing a surplus of £189.94. Major items of expenditure were heating oil, electricity, insurance and maintenance, as outlined in

the Chairman's report.

Total funds in hand (current and capital accounts) at year-end were £20,290.23.

Club income for the year was £2,616.88, the majority of which was from Youth Club subscriptions.

Bar income exceeded expenditure by £1,021.

Private hire provided an income of £1,353, and soft-play (weekly sessions and parties) brought in £5,171.35.

Regular cleaning now takes place in order to keep the hall as attractive as possible for hirers.

An extendable ladder has recently been purchased, in order to provide safer access to the overhead storage area in the art room. This will be installed shortly.

Overall, the hall's finances remain buoyant, with repeat business resulting from hirers and users recommending the hall to others.

The Chairman then declared the Annual General Meeting closed.

### Next Meeting:

**The date of the first ordinary meeting of the 2009 committee will be on Thursday 25<sup>th</sup> February 2009, 7.30 pm, at The Hall / Y Neuadd, Llanishen. Meetings are scheduled for the last Thursday in each month, unless advised otherwise.**