

**Minutes of the Meeting of Llanishen Parochial Hall Management Committee,  
held at The Hall/Y Neuadd, Llanishen on  
Wednesday 17<sup>th</sup> Sept 2008.**

**Committee Members Present:**

David Jones, George Weston, Jocelyn Hickling, Muriel Jones, Debby Blakebrough

**Apologies:**

Martin Sullivan, Andi Francis, Babs Hempstead.

**1. Public Participation**

None.

**2. Minutes of last meeting to be agreed:**

The minutes of the July meeting were agreed as a true record.  
George to post on the hall website.

**3. Matters Arising from Last Minutes and not on the agenda:**

None

**4. Hall Constitution:**

Therese Gray is currently dealing with the Charity Commission with regard to updating the Scheme. When negotiations finalised, she will attend meeting and brief trustees.

Ongoing.

**5. Finance:**

a. Treasurer's Report:

Jocelyn distributed the monthly income and expenditure breakdown, which showed a cumulative current net surplus of £1304.28.  
Surplus of income over expenditure remains good and better than expected.  
Youth club receipts are excellent, as are hire fees for parties.

b. Outstanding bills / cheques for signature:

None

Jocelyn is currently arranging for signatories' details to be updated.

c. Auditing of 2007 accounts:

Jocelyn has established with the Charity Commission that they do not require accounts to be audited unless annual receipts are in excess of £250,000.  
An "external examination" is currently required where receipts exceed £10,000 but this limit is currently being increased to £25,000 p.a.  
Accordingly, our 2007 accounts – receipts being less than £10,000 - do not require external examination or auditing.

d. Hire rates:

New "winter rates" (20% increase) will apply from October 2008 until Spring 2009 (to be reviewed then). Rates for regular groups/clubs based within the area

of benefit are to be reviewed, with the aim of keeping these attractive to user groups.

## **6. Recreation Area for Glebe Field:**

### a. Bike Area:

Now in place and being used.

One gatepost still to be erected.

Martin will talk to MCC about possibility of them accepting liability for sporting and recreational activities on the field.

**Action:**

**1. Install gate post (Andi)**

**2. Talk to MCC re liability (Martin)**

### b. Landscaping/screening/trees:

Beca is pursuing a 50% grant. Hilary to seek funding for the other 50%.

To wait for next planting season (November onwards).

### c. Removal of stone wall:

Some stone taken – more available if required.

**Action:**

**Ongoing (Andi)**

### d. Risk Assessment:

Debby has obtained a risk-assessment template for adaptation as required.

**Action:**

**Debby to liaise with Andi and produce generic risk assessments for all activities.**

### e. Container:

Decision re procurement of container to wait until planning application determined.

Planning application submitted and accepted by MCC – DC/2008/00796.

Ongoing.

## **7. Funding/Grant applications, etc:**

### a. WAG grant:

WAG have advised that our application was unsuccessful this time.

Decision made to wait for 6 months rather than submit a new application hastily.

In meantime, to gather support and also explore other grant-aiding bodies.

### b. Other grants required:

Hilary Pugh-Jones now dealing.

Need to provide a matrix of what we need and what is on offer.

**Action:**

**David to speak to Hilary**

### **8. Pottery Kit:**

Esther dealing.  
Ongoing

### **9. Maintenance, cleaning and purchase of new items:**

a. Maintenance/repairs:

Door handles fixed (David)  
Guttering repair needed at rear of hall.  
Ongoing

**Action:**

**David to repair. To borrow ladder from Andi.**

b. Decorating:

Hall and foyer completed  
Debby and Jocelyn to enhance decoration in foyer.

c. Rubbish Collection:

MCC rural forum have taken this on board.  
Ongoing

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

In hand (Jocelyn).

### **11. Forthcoming events:**

Bonfire/fireworks party on Nov 5<sup>th</sup>, 7 pm onwards.  
Same format as last year.

**Actions:**

1. Obtain bar licence (Jocelyn)
2. Publicise (Village News and email round-robin) and seek donations of wood for fire (George)
3. Fireworks (Andi)
4. Food (Muriel)

### **12. Publicity/Marketing:**

a. Website [www.llanishenhall.co.uk](http://www.llanishenhall.co.uk)

George has now taken over "ownership" of website from Jeff.  
George has volunteered to update the hall availability section on receipt of information from Jocelyn.

**Action:**

1. Jocelyn to provide George with list of hall bookings
2. George to update hall bookings section of website.

b. Marketing sub-committee:

No further action.  
Ongoing

c. Hall Handbook:

Andi/Martin liaising.  
Ongoing

### **13. Health and Safety:**

Regular checks of alarms etc. now being carried out.

### **14. I.T.**

a. Change of ISP

Now with Plusnet and website files transferred from Jeff to George.  
Item discharged

b. Remote heating control:

Decided not to proceed with this for time being, as heating is now on constantly and thermostatic controls are now working properly. If any user groups complain of cold during the winter, supplementary plug-in heaters to be used to boost heat temporarily.

c. CCTV:

George has returned the kit to Andi, who has had it checked out and confirms that it has a fault.

**Action:**

Ongoing (Andi to obtain replacement).

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

"Liquid chalk" for chalkboards:

Won't wash off in the rain but can be cleaned off with household cleaner.

George to buy some.

Ongoing

Soft play sessions:

Volunteer-help required.

George to seek volunteers

Youth Club:

Committee members have met with youth club members and congratulated them on the work they have put in designing and constructing the bike track, They were also reminded of the need to maintain health and safety precautions on the field, to be on their best behaviour and keep litter to a minimum.

Wildflower meadow:

The Hall has joined the Monmouthshire Meadows group.

Meadow needs its annual mow.

**Action:**

David to arrange with Ian Morgan

### **Correspondence:**

Letter from WAG re grant application.

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

**Wednesday 15<sup>th</sup> October 2008, 7.30 pm at The Hall**