

**Minutes of the Meeting of Llanishen Parochial Hall Management Committee,  
held on Wednesday 28<sup>th</sup> April 2010.**

**Committee Members Present:**

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

**Apologies:**

David Jones, Muriel Jones, Angela Paley, Babs Hempstead, Debby Blakebrough

Jocelyn Hickling chaired the meeting in the absence of the Chairman and the Vice-Chair.

**1. Public Participation**

None

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

The minutes of the meeting of 1<sup>st</sup> April 2010 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. Finance:**

a. Treasurer's Report:

Jocelyn distributed the cumulative income and expenditure summary.

Cumulative surplus of income over expenditure as at end of April is -£414.54.

Significant expenditure since the last report had been for the five-yearly electrical wiring check and associated repairs, which amounted to £920, and for unblocking of drains (£135). Bar stocks are also high, due to over-buying for the recent party. However, these items will be sold at the next event.

Youth club is now back to one session on Tuesdays

b. Outstanding bills / cheques for signature:

Cheque signed for Thomas Brown Electrical.

**5. Glebe Field:**

a. Bike Area/field access:

**Action: Dave to ask Gary Jones to obtain and erect gate-post. Ongoing**

b. Risk Assessments:

Debby arranging with MCC Youth Service for risk assessment. Ongoing

c. Container:

The bad weather and soft ground have prevented the committee from completing the painting of the container. New date set – 22/23 May. Ongoing.

## 6. 2010 Committee:

Jeff Edgson signed the trustee's declaration and is now the representative member for the Youth Club.

## 7. Funding/Grant applications, etc:

No news yet from MCC on the CEDS funding application.

## 8. Maintenance, cleaning, etc.:

a. Roy Smith-Jaynes has started work in the foyer, painting the murals. Ongoing.

b. Martin has kindly donated his old computer and printer to the hall to replace the old one donated by Andi Francis. Wireless broadband needs to be reinstated – faulty/missing modem?

### **Actions:**

Jeff to install replacement computer and reinstate wireless broadband.

George to provide Jeff with ISP passwords, etc.

c. Golf game still not sold. George has had an offer of £100 from Andi Francis for it. After discussion it was agreed that we would sell it to Andi but only if the price were to be £150.

**Action: George to contact Andi.**

d. It was agreed that a maintenance weekend be held on Saturday 22<sup>nd</sup> May, from 11.00 am (and also possibly on Sunday 23<sup>rd</sup> May if required). Lunch to be laid on for the Saturday.

**Action: Jeff to circulate a message on the Three Parishes Google Group asking for volunteers to help.**

Jobs to be done are as follows:

- Guttering
- Paint and clad container
- Litter-picking
- Tidy up bike track area
- Check and attend to trees and shrubs on field
- Door handles
- Clear up kitchen/check crockery.
- Safety barrier for overhead storage
- Cleaning graffiti and dirt from outside walls
- Paint touching-up as required

e. Ongoing items:

- Rubbish Collection/ Recycling points:

### **Action:**

**Dave to arrange with Ian Morgan for bottle bank and can bank to be shifted to new site on other side of car-park. Ongoing.**

- Need for a clear-out of clutter, including old computers, etc.  
**Action: All to pick up something from time to time and take to Monmouth amenity site. Ongoing.**
- Dave and Neil still researching possible replacement heating systems. So far, it has been established that a ground-source system would probably be best, perhaps under the proposed MUGA.
- Ideas for the proposed barbecue were discussed. Perhaps see if a builder's merchant (Robert Price?) would be willing to donate some bricks? Then run a local "buy a brick" campaign to raise funds for building it? Need to research designs and cost of components.
- It was agreed that a replacement be sought for the children's bouncy castle, which has recently been repaired twice. It is fifteen years old and is the main money-spinner for the hall. It was agreed that all of the soft-play equipment would eventually need replacing and that costs for this and for the new bouncy castle would need to be recouped over the long term by setting up a monthly "pot" from takings. Sue Mossman has obtained some literature and guide prices.  
**Action: Jocelyn to speak to Sue and prepare a plan of action.**

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

Agreed.

### **10. Forthcoming events:**

Jocelyn still negotiating details for Mexican Night – dependant upon availability of Al Gray's "Poco Latino" band. Possible date is 25<sup>th</sup> September. Al to confirm cost to Jocelyn.  
Ongoing.

Village Challenge: Is this happening this year? If so, it is usually held on the Sunday before the August Bank Holiday, which this year will be on 29<sup>th</sup> August.

WAG "Night Out" scheme: Jocelyn to check out availability of performers for the summer and check if any of them can perform out of doors – possible amphitheatre event?

### **11. Health and Safety:**

No issues currently.

We need to formalise our periodic checks of alarms, fire equipment, etc., and to document checks made.

**Action: George to get record books prepared and start doing checks periodically**

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

Marketing:

It would appear that the children's soft-play centre in Coleford may have closed down. If so, this may bring in extra custom for parties. Jeff visiting Coleford soon and will check.

### **13. Correspondence:**

Letter received from MCC Licensing advising of new conditions with effect from 6/4/10, which in summary are:

- No irresponsible promotions of alcohol
  - No dispensing of alcohol directly into the mouth
  - Free tap water on request

The new conditions were noted. However, it was agreed that we are already meeting the requirements of the new conditions in our responsible policies for serving alcohol and we would therefore not be adversely affected.

**14. Date of next meeting: Wednesday 26<sup>th</sup> May, 7.30 pm.**