
Llandinam Village Hall Committee

Date: Tuesday 11th June 2008
Time: 19:30
Location: The Library, Llandinam Village Hall

Present

Brian Allen (BA)	Sue Jackson (SJ)
Roche Davies (RD)	Michael Jones (MJ)
Phil Freeman (PF)	Brian Matthews (BM)
Toby Forrow (TF)	Wynne Gwalchmai (WG)
Hetty Higgs (HH)	John Pryce (JP)
Kevin Morgan (KM)	Karl Lewis (KL)
Mary Stephens (MS)	

Apologies

Chris Eatherton (CE)	Andrea Reardon (AR)
John Sloan (JS)	Walter Jones (WJ)
Gwynfor Jackson (GJ)	Revd Jenny Garrard (RJG)

Agenda

Item No.	Subject
1.	Apologies
2.	Minutes of the previous meeting
3.	Matters arising <ul style="list-style-type: none">- Hall Fees (BS)- P&L Community Trust (PF)- Newsletter (PF)- Village of the Year (PF)
4.	Chairman's report
5.	Treasurer's report
6.	Correspondence
7.	Entertainments Committee report
8.	Membership Secretary's report
9.	Maintenance Committee Report
10.	FGP Committee Report
11.	AOB
12.	Next Meeting

Minutes

Item	Main Points, Conclusions/Discussions, Decisions, Next Steps
1	Apologies – see above
2	Minutes of the previous meeting Accepted as true record with following amendments <ul style="list-style-type: none">➤ Margaret Murphy should read <i>Margaret Rogers</i> (#3 & #6)➤ Mike Jones Chairman for 2 yrs (#3A)➤ Insert “request for donations” (#5)➤ Replace MB with <i>BM</i> (# 8)

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3	<ul style="list-style-type: none"> ❖ <u>Matters Arising</u> ❖ HALL FEES. <ul style="list-style-type: none"> ➤ With rising fuel costs it was felt necessary to raise the hiring fees which had not been reviewed since 2006. ➤ It was also agreed to undertake an annual review each summer, probably at the June 2009 meeting. ➤ TF/MJ to negotiate with existing long term users regarding new arrangements ➤ New fees to be 10% increase to take effect from 1st September 2009 ❖ P & L TRUST <ul style="list-style-type: none"> ➤ After some discussion the following resolution was passed: We welcome the setting up of the P & L Trust Fund but we would like to see the publishing of its guidelines and intentions, and the beneficiaries of its fund being made known. We believe this would be best achieved by the Trust becoming a registered charity thereby ensuring compliance with charity law and encouraging good practice. Until that is done, while the Village Hall committee welcomes the Fund, it is felt that the Fund will not maximise its benefit to the community, and that a chance to make a significant contribution to the welfare of the whole village may be lost. ➤ BA & RD abstained from voting in view of their status as executives of the P & L Trust. ❖ NEWSLETTER <ul style="list-style-type: none"> ➤ It was agreed that a newsletter would be a useful way of adding to the information being circulated via the website, but that its maximum impact would be by working with other partners within the community. ➤ It was agreed to bring a definite proposal to the next full meeting which would include addressing the following:- <ul style="list-style-type: none"> ▪ Discussing with Kerry how they operate their highly successful newsletter. ▪ Discussing co-operation and mutual benefit with any existing newsletters (eg school & church) ▪ Preparing a detailed operational plan, including balanced budget, based on £250 allocated from Village Hall Funds (taken from P & L's payment of £750 (see below –Treasurer's Report) ▪ How the newsletter might be self-sustaining in future and operate on an independent basis. ❖ VILLAGE OF THE YEAR <ul style="list-style-type: none"> ➤ It had been agreed at the last meeting that success in the <i>Best Kept Village</i> competition had been beneficial to Llandinam in the past. As a result it would be worth applying to the competition which has now replaced it -<i>Village of the Year</i>. ➤ MJ confirmed that the Community Council was not going to make an application. ➤ While the ideal approach would be to form a committee of all interested parties, the deadline for entry is June 30th. It was agreed that PF would prepare a draft application and circulate it to Church, Chapel, School and Community Council for comment. If this resulted in the village being shortlisted it would then be possible to create a committee to progress this.
4	<p><u>Chairman's Report (BA)</u></p> <ul style="list-style-type: none"> ➤ The chairman commented that he doesn't intend to take independent action between meetings, other than in an emergency, and so in future this item would be in the form of <i>Memoranda</i>, items that he felt needed addressing. ➤ He did not feel it was appropriate to be chair of the maintenance committee as well as chairman of the committee. It was agreed that Jon Sloan would be asked to become chairman of the maintenance committee. ➤ The recent wedding reception in the hall for a couple from Cardiff had gone extremely well. The caterers commented how pleased they were with the facilities the kitchen provided, and they had found it to be one of the best Village hall kitchens they had worked in. ➤ The success depended on a large amount of volunteer work by some of the trustees. Not only should we be grateful for this but we need to bear in mind that the amount of activity the hall

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	<p>can sustain depends on widening and deepening the pool of volunteers. This applies to creating and organising events as well as supporting them, and it was agreed that we should actively encourage individuals and groups to put on events.</p> <ul style="list-style-type: none"> ➤ A copy of the constitution and additional information was then circulated to all those present. Attention was drawn to the deadlines for submitting items for the agenda. If followed this will allow trustees to be better prepared for the meeting. ➤ Cover would be needed for the period of MJ's holiday, and contact numbers for that period would be posted on the notice board.
5	<p><u>Treasurers Report (TF)</u></p> <ul style="list-style-type: none"> ➤ The insurance for the hall has been renewed through Layton Blackham with Norwich Union for £1398.07 which is about £50 less than last year. The basic details of the policy are; Building cover increased to £588,699, Contents cover increased to £42,286, wines and spirits £443, target contents £1208, Employers Liability £10,000,000, Public Liability £5,000,000 and a loss recovery policy for claims in excess of £5,000. Should anyone wish to look at the policy please contact me. ➤ We have opened an account with Tanners who supply a vast range of wines, spirits and beers at advantageous prices. ➤ CONFIDENTIAL ITEM not for public access ➤ All the affiliations have paid. ➤ Our reserve account stands at £8,307.26. I estimate that our current account stands at £6751.35. We have recently received £750 from the P&L Community Trust and £500 from the Llandinam Community Council. ➤ Thanks to everyone who helped behind the bar at the recent wedding reception held in the hall. The takings from that night were £714.60. ➤ I have fixed the price of electricity for the Hall with Scottish Power at 9.75p per unit until Mar 2011. We were paying 9.07p per unit but it has recently risen to 12.3p per unit and with the current energy price increases I can only see this price rising further. ➤ In response to a question from BM, TF confirmed that £750 has been received from P & L Trust without a formal application being made.
6	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> ➤ The Broneirion Singing Circle has sent a warm letter of thanks for the use of the hall's facilities. ➤ PF has completed the Annual Returns for Entrust and the Charity Commission. The Commission has notified him we have a duty to notify them of any serious incidents that take place. That includes failure to have certain policies in place. It was agreed to draft policies on Equal Opportunities, Child Protection and other matters and place them before the next committee meeting. We will also review the Terms & Conditions on the booking form at the same time. ➤ At PF's suggestion BA attended a Training Course for Trustees, run by PAVO. This brought to light additional matters that we need to address at a future meeting. It was agreed that BA should be reimbursed the cost of attending this course (£10 course fee and £10 petrol costs).
7	<p><u>Entertainment Committee Report (SJ)</u></p> <ul style="list-style-type: none"> ➤ Coffee morning had raised £100. ➤ There will be an afternoon tea on July 12th ➤ St Trinian's Night Disco on 20th September. ➤ Two snooker cues have been purchased ➤ Table tennis bats and balls to be purchased ➤ Thanks to Andrea for donation of table tennis table.

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8	<p><u>Membership Secretary's Report (BM)</u></p> <ul style="list-style-type: none"> ➤ The membership list is now up to date with some 400 alterations having been made. ➤ Thanks to PF & Ron Higgins for their help in creating an electronic format for generating mailing labels. ➤ The letter asks for contributions but makes it clear that no pressure is being put on people. ➤ The website address is to be added to the letter.
9	<p><u>Maintenance Committee Report (BA)</u></p> <ul style="list-style-type: none"> ➤ Repaired one cistern in Ladies' lavatory (replaced syphon diaphragm). Slight seep from joint at bottom of cistern - to be dealt with when I have time. ➤ Eased sticking door in Ladies' lavatory and replaced two bolts with Indicator Bolts. ➤ We have acquired a filing cabinet (courtesy of BT) that we have placed in the room at bottom of stairs to Girls' Parlour. Proposed to turn this room into a small office - Secretary's papers etc can be stored in the filing cabinet. ➤ Removed pieces of Linoleum from this room - there appears to be enough to use for the stairs to the Girls' Parlour. To find someone to fit. ➤ KL to deal with outstanding electrical works, including PAT test (should be done annually). KL to quote. ➤ Quote from Ray Pryce to mark out no parking areas to ensure access. Quote accepted by committee and BA to liaise with Ray Pryce. ➤ New tables are urgently needed. It was agreed to buy 10 @ £70 each. The Treasurer confirmed that money for this was available. The Hunt Supporters would take the trestle tables on the understanding that they could be used by the Hall in future if needed. ➤ The cost of cleaning the library carpet will be investigated, as well as of replacing it ➤ Re-finishing the main hall floor will also be costed. ➤ The light bulbs in the hall will be replaced with low energy bulbs. ➤ The Stage Lights are being modified to make a more stable system until we decide on the way ahead. We are asking Scottish Power about upgrading the system, and are waiting for a site meeting with them to be arranged. ➤ One option that has been discussed for lighting is the use of floor mounted lights. PF has arranged to hire some lights – at TASC's expense – for the Evening on June 28th which will give us an idea of their possibilities.
10	<p><u>Finance and General Purposes Committee</u></p> <ul style="list-style-type: none"> ➤ Minutes of the last (May) meeting were not yet available, but they would be circulated with the minutes of this meeting. ➤ PF said he recalled that most of the discussion had been about organisational and communication matters and that most of that had been dealt with during this meeting. ➤ To improve communication and save time money it was intended to use e-mail as much as possible, but those who do not use e-mail (HH and RD) should be also catered for.
11	<p><u>Any Other Business</u> None</p>
12	<p><u>Next Meeting</u></p> <ul style="list-style-type: none"> ➤ 12th August 2008, 19:30, The Library, Llandinam Village Hall