
Llandinam Village Hall Committee

Date: Tuesday 12th August 2008
Time: 19:30
Location: The Library, Llandinam Village Hall

Present

Brian Allen (BA)	Revd Jenny Garrard (RJG)
Chris Eatherton (CA)	Kevin Morgan (KM)
Phil Freeman (PF)	John Sloan (JS)
Toby Forrow (TF)	Wynne Gwalchmai (WG)
Hetty Higgs (HH)	

Apologies

Michael Jones (MJ)	Andrea Reardon (AR)
Janet Jones (JJ)	Walter Jones (WJ)
Gwynfor Jackson (GJ)	Brian Matthews (BM)
Roche Davies (RD)	Mary Stephens (MS)
John Pryce (JP)	Sue Jackson (SJ)

Agenda

Item No.	Subject
1.	Apologies
2.	Minutes of the previous meeting
3.	Matters arising:
4.	Chairman's memoranda
5.	Finance
6.	Village hall flat tenancy
7.	Correspondence
8.	Entertainments
9.	Membership
10.	Maintenance & Development
11.	Finance and General Purpose Sub-Committee
12.	AOB
13.	Next Meeting

Minutes

<i>Item</i>	<i>Main Points, Conclusions/Discussions, Decisions, Next Steps</i>
1	Apologies – see above
2	<u>Minutes of the previous meeting were accepted</u>
3	<ul style="list-style-type: none"> ❖ <u>Matters Arising</u> ❖ P & L TRUST. <ul style="list-style-type: none"> ➤ PF had been in contact with P & L Trust in a private capacity. There seemed to be confusion on the Trust’s part as to whether this was on behalf of the Village Hall. PF felt he had always made that clear to the Trust and wanted the Village Hall record to note that point. ➤ Following PF’s continuing concern at the operation of the Trust he felt it was important that the Chairman of the Village Hall made it clear he attended Trust meetings in a private capacity, and that he did not speak on behalf of the Village Hall at such meetings unless expressly mandated to do so. This the Chairman agreed to do. ❖ NEWSLETTER <ul style="list-style-type: none"> ➤ An independent group is now being formed to set up the Village newsletter. It was agreed that the website should be made available to support the establishing of the Newsletter in whatever way is appropriate. ➤ The £250 already allocated be provided to the group should it be needed, on the understanding that it was used to keep the village hall association members (the residents of the village) informed about the hall. ➤ This money would probably best released in two tranches in the event of it being needed but that how best to release the money be left at the discretion of the chair and treasurer. ❖ VILLAGE OF THE YEAR <ul style="list-style-type: none"> ➤ Llandinam has been selected as one of the finalists in the Mid Wales category following PF’s application. ➤ The judging will take place on 9th September and PF suggested that the following meet the judges as they would best be able to present the case on the four categories of PEOPLE, BUSINESS, ENVIRONMENT & COMMUNICATION <ul style="list-style-type: none"> ▪ Colin Owen (businessman & Chairman of Community Council). ▪ Rev Lynda Cowan (vicar) ▪ Brian Allen (Village Hall Chairman) ▪ Philip Freeman (Village Hall vice chair, and vice chair of Powys Regeneration Partnership) ▪ Gwen George (chair of PTA & very involved in School Farmers Market)) ▪ Jon Sloan (businessman, community council member and licensed ecologist) ▪ Tabitha Binding (community council member & co-ordinator of newsletter group) ▪ Cathryn Brooker (Chief Commissioner of Girlguiding Cymru). ➤ It was agreed that Jeremy Pryce should be asked to contribute ➤ A preliminary meeting of the group will meet in the next two weeks, BA to arrange due to PF’s other commitments.
4	<p><u>Chairman’s Memoranda (BA)</u></p> <ul style="list-style-type: none"> ➤ The recent concert by young, local musicians was a great success and raised a lot of money for Species Habitat. No doubt a similar concert will take place next year, although the layout needs to be improved. ➤ Two very successful Wedding Receptions recently. Caterers most impressed with kitchen and other facilities. ➤ The recent “Village Party” was a great success, with a goodly amount raised for Air Ambulance. ➤ We need to arrange a meeting with the Licensing Officer to clarify certain points (especially in view of the recently published consultation paper) ➤ BA said he had amended the minutes of the AGM to give a more realistic picture of the numbers attending – this is important in view of the fact that the Charities Commission require a signed copy of the minutes of the meeting at which the new Constitution was adopted. PF

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	said it was not usual for a full list of those attending an AGM. BA agreed but said it was important in view of the 8 abstentions noted to stress that the Constitution was adopted by a healthy majority of those present and voting. The committee agreed to the amendment.
5	<p><u>Treasurers Report (TF)</u></p> <p>Jun-Jul 08</p> <ul style="list-style-type: none"> • The state of the accounts is as follows: Reserve Account £8360.40 Current Account £6450.86 • I have contacted Age Concern and informed them of the increase in the Hall hiring fees. Margaret Davison still views the cost as reasonable and will continue to patronise the venue. • We have held a number of events over the period that have used the bar and takings have amounted to £2123.35. I would like to thank all those who volunteered to run the bar for their hard work. At the last function it became clear that we need to invest in more long (half-pint) straight glasses. • The last fund-raising event was a coffee morning and the takings were £140. I have received a lot of positive feedback since the venue has moved into the main hall. It is interesting to note that since we have moved out of the library the takings on average are £50 more for each event. • The tenant has paid the rent for May, June and July and I would like to thank Chris Eatherton for collecting this. What plans, if any does the committee want to make for future collections of rent? • To my knowledge, the flat has not been inspected in the last 4 years. To discharge our trustee responsibilities we need to arrange an inspection of the services within the flat to ensure that they meet the current safety standards. • I have renewed the TV licence (Sep 08- Aug 09). Wales will start the conversion to digital signals only in May 2009 and it is hoped that the conversion will be completed by Mar 2010. What plans does the committee want to make to cover the digital switch-over? <ul style="list-style-type: none"> ❖ PF asked TF to see if the Trustees were covered on the same basis as staff when acting as volunteers. He provided TF with a copy of WCVA's advice on insurance for Voluntary Sector buildings and TF said he would ask our insurers about the current position. ❖ TF confirmed that we are still looking to find a specialist evaluator who can estimate the actual cost of rebuilding the village hall so we can make sure we have adequate insurance provision. PF suggested WCVA might be also able to help. ❖ It was agreed to write to the tenant of the flat and arrange for a health & safety inspection. As this was a legal duty that the VH trustees must carry out it was felt advisable that there was a record of this request. CE to deliver a letter by hand and to confirm in writing to the committee that this has been carried out. ❖ The TV licence has been renewed. Provision needs to be made for digital switchover. While the TV is rarely used there were occasions when it is needed (e.g. sporting occasions) and so the licence will be renewed in the future.
6	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> ➤ An e-mail from Matt Watson had been received by PF but it was dealt with under Item 10.
7	<p><u>Entertainment Committee Report (SJ)</u></p> <p>SJ not present so no report but JS distributed tickets for the School disco event in September.</p>

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8	<p><u>Membership Secretary's Report (BM)</u></p> <p>➤ .BM not present so no report</p>
9	<p><u>Maintenance Committee Report (BA)</u></p> <p>➤ Jon Sloan has done a survey of the condition of the roof. There are areas that are of concern and a Maintenance committee meeting will be held as soon as possible to plan the necessary remedial works. A toilet seat in the ladies' lavatories has recently been broken. BA of the opinion that the present seats are poor quality and not sufficiently robust. A "heavyweight" seat with stainless fittings will be fitted shortly. Should this prove suitable, the other two seats will be replaced.</p> <p>➤ BA referred to the success of the floor-cleaning exercise and said that, to maintain the floor, a more suitable machine needed to be purchased – the present machine is heavy, cumbersome and of the wrong type – it would fail a PAT test due to the condition of the wiring. BA has sourced a replacement, re-conditioned machine for £240.62 (inc VAT and delivery). The committee authorised the purchase of this machine.</p> <p>➤ BA referred to the problem with the radiator fan motors and said that Mike Jerman had finally managed to contact Myson's (the manufacturers) who, whilst they would not entertain a claim under the guarantee, agreed to supply the motors at half price (£99 each + vat and carriage). BA took the pragmatic view and asked Mike Jerman to obtain the motors and fit them. The Committee agreed with this action.</p> <p>➤ Energy saving initiatives. BA proposed that the strip lights in the main hall be replaced with High Frequency units (with diffusers). He explained that whilst the running costs would be the same as standard units, there would be considerably less current draw at start-up, producing a claimed 35% overall reduction in costs. He also proposed that all of the tungsten filament lamps be replaced with low energy examples – 100W equivalent lamps were available at £2.30 each. The committee agreed with both of these proposals. BA also introduced the idea of the installation of "de-stratification" units in the main hall. These units would hang from the ceiling and would cause a slow-moving column of air, bringing the warm air down from the ceiling – this would prevent the radiator thermostats cutting in too often, giving a saving on central heating costs. The cost would be c£1000 plus installation. RJG raised the question of the noise of the units – BA said they were quiet but he would obtain more info. Also raised was the question of whether or not the units ran all the time or could be switched off. BA to ask the question of the company. This proposal was generally received favourably. The costs would probably be the subject of a grant application.</p>
10	<p><u>Finance and General Purposes Committee</u></p> <p>➤ Minutes of previous meetings had now been made available which had made a very large number of documents. An attempt will be made to reduce the amount of paperwork being distributed for meetings</p> <p>➤ It was confirmed that the F & GP committee did not have the power to spend money unless agreed by the full committee¹. PF presented the draft policies on EQUAL OPPORTUNITIES, DATA PROTECTION, CONFIDENTIALITY & COMPLAINTS</p> <ul style="list-style-type: none"> ➤ These policies were adopted but it was understood that they must be implemented and further work might be needed. ➤ The policy on PROTECTION OF CHILDREN & VULNERABLE ADULTS needs further work. It was agreed:- <ul style="list-style-type: none"> ▪ That the policy needs to recognise the use of the hall by different categories (events run directly by the hall; established organisations such as the school or Broneirion who would have suitable policies; third party hirers where the public would be admitted) ▪ That Gwyn Jackson draft ideas on a suitable policy (PF had provided TASC's

¹ This does not affect the power of the chairman to take action in an emergency where there is no time to call a full meeting. In such cases the advice of the members of the F & GP might be sought but the decision would be that of the chairman who would report fully to the next meeting why he took the action he did.

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	<p style="text-align: center;">policy for information) with the help of RJG & KM</p> <ul style="list-style-type: none"> ➤ The Paper on Relationships with Local Businesses was adopted as a statement of intent. The F & GP to develop further details on this. ➤ It was agreed to co-opt Karl Lewis onto the Maintenance Committee and for him to take the lead on sorting out the stage lights. The principles in the Stage Lights Report were adopted. It was noted that Matt Watson was concerned about the safety of the system.
11	<p><u>Any Other Business</u></p> <ul style="list-style-type: none"> ➤ Age Concern lunch club. It was agreed to let them use the hall for the same rate as the library as the hall wasn't extensively used during the day, and because they were regular recurring customers. ➤ Snooker competition. It was agreed that a donation of £10 be made for the use of the Snooker Room. ➤ Off-site storage of trestle tables. MJ asked that it be minuted that he had confirmed with the Vicar and the Churchwarden that they were content for the trestle tables to be stored off-site, at the Hunt kennels.
12	<p><u>Next Meeting</u></p> <ul style="list-style-type: none"> ➤ 14th October 2008, 19:30, The Library, Llandinam Village Hall ➤ Agenda items by 5th October