

Gwehelog Parish Hall

Minutes of Management Committee Meeting held at 8.00pm Monday 11th November 2019

Present

Windsor Howells - Chairman & Trustee
Brian Paul - Treasurer
Annis Paul - Secretary & Trustee
Roger Leaver - Marketing & IT & Trustee
Kay Davies - Member
John Davies - Member
John Kershaw - Member
Rob Baker - Member
Sue Baker - Member

Apologies

No apologies

Minutes of the Last Meeting

Roger requested that that the following paragraph be notated on the Minutes.
“Roger suggested that an assessment be made of the cost of the repairs to the building which may be necessary in the foreseeable future, so that the affordable level of expenditure can be agreed. On the assumption that the Cinema trial is successful, an improvement project to be itemized, including cinema equipment purchase, together with rough costings. Subject to that, the project can be fully detailed and costed and grant application made. The project would then go ahead if sufficient grant support can be obtained to keep within the affordable level”

The Minutes of the last Meeting dated 28th October 2019 was agreed, and signed off by the Chairman.

Matters Arising

The Rota of the Coffee Morning Organisers for 2019/2020

3rd December - Roger
7th January – Kay
4th February – John
3rd March – Annis
7th April – Sue

5th May - Roger
2nd June - Kay

Rob has received a quotation from Gareth Sullivan, a qualified Electrician, to implement two security lights on the Conservatory side of the hall for the sum of £210.00.

The Committee agreed to proceed.

Rob was then asked to get Gareth to check out the Emergency lights, the spotlight that illuminates the glitter ball and to PAT Test all the electrical appliances.

John Kershaw obtained the email of the Manufacturer of the Defibrillator, which has been passed onto Rob for action.

A Mouse proof Stainless Steel Cabinet for all the Kitchen food items, has so far not been found. The search will continue by the Committee.

Any Other Business.

Roger has so far sourced 3 Bee Gees Tribute Acts

Staying Alive UK £1k + VAT for 3 members with backing tracks OR £1800 + VAT with backing Band.

UK Bee Gees trio with PA and lighting £1500

Saturday Night Bee Gees £1400 with 6 piece band

Roger to source availability on 17th April 2020 and 15th May 2020.

Windsor suggested a Country and Western night next year.

The film night on Friday 8th November showing "Fisherman's Friends" was a great success.

Roger circulated a schedule showing that more than 60 people attended with box office takings of £300 and bar profit of £96.55.

Direct expenditure of £192.04 resulted in a net profit of £204.51.

One off Overheads were the Alcohol and Music Licence of £100 and the advertising £144.00. both now paid.

Annual Overheads were Cinema membership £65 already paid and PRS & PPL Licence of £124.80 to be paid on receipt of invoice, as agreed by the Committee.

It was also agreed to keep the door price at £5 per head.

Roger agreed to speak to Stuart at the Hall Inn, following a number of cars parking in the Hall Inn carpark.

A screen was requested in order to block out the light coming through the corridor window.

Rob to collect a free 12ft Screen, redundant from the Monmouthshire school.

Roger agreed to donate a Blu Ray Player.

Discussions took place over the state of the roof and wall cladding.

A quote for a handrail was £400 + VAT, if the work was carried out by Rob.

Roger agreed to speak to Morgans of Usk to assess what repairs needed to be carried out and a quote of costs involved.

A new Hire Agreement for the Gwehelog Parish Hall has been written and filed with the Premises Licence.

The Conditions of Hire is still in the process of being written and will be updated over the next couple of weeks by Annis with Roger's input.

Roger has placed the advert for Dr Ann Benson's talk/presentation on the history of Raglan Castle on Friday 21st February 2020 at 7.30pm. in the Usk Diary for January/February 2020.

Sue is to put on Facebook, nearer to the date.

Brian will ask Dr Benson if she has any objection to alcohol being sold.

The Christmas Fayre that was to be held on Sunday 17th November 2019 11.00am to 1.30pm has been cancelled due to a lack of table bookings.

The Christmas Coffee morning will be held on Tuesday 3rd December 2019, with some of the festive stalls that had booked a table at the Christmas Market/Fayre.

Mince pies/Christmas cake to be served with the coffee and tea.

Christmas music to be organized.

Rob was asked if he could put up the Christmas decorations before the Christmas Whist Drive to be held on Thursday 28th November 2019.

Windsor requested 2 new fan heaters to supplement the central heating. Rob to purchase.

Brian informed the Committee that the room by the stage has been booked for the General Election on Thursday 12th December 2019

TWO Chalk or Blackboards to be sourced for advertising by Kay and Roger.

Approx. Size AO with a budget of £100.

The next Committee meeting will be held on Monday 20th January 2020 at 8.00pm.

There was no other business so the meeting concluded at 10.00pm

Approved.

Date