

# Gwehelog Parish Hall

## Minutes of Management Committee Meeting held at 8.00pm Monday 19<sup>th</sup> February 2018

### Present

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

### Apologies

Val Smith - Guest

### Minutes of the Last Meeting

The Minutes of the last Meeting dated 15<sup>th</sup> January 2018 was agreed, and signed off by the Chairman.

### Matters Arising

Rob and Sue are in the process of organizing the book shelves and an explanatory notice on how the book share works. Roger to insert a request for shelves in the Newsletter.

Rob Baker has commenced the cutting of the tree branches, and will continue as and when the weather permits.

Brian has received a grant of £648 (50%) from the Monmouthshire Building Society Charitable Foundation.

The 30 Blue Stackable Chairs has now been delivered and is in use.

Roger confirmed that the next show would be the Elvis Tribute Concert on Friday 11<sup>th</sup> May 2018 and a Neil Diamond Tribute Act on Friday 26<sup>th</sup> October 2018 (£800).

The Committee approved the purchase of a Banner for the first event at a cost of £45.  
Brian informed the meeting that the Barclays Bank account is now online, so payments for tickets can be made direct. Brian requested that their name must be given as a reference, in order to process the payments and he will inform Roger who will collate and give out the tickets.  
A4 Posters to be circulated advertising the event.  
Truedy Baker is to be contacted to run/help with the Catering.

Brian checked with Elizabeth James, but to date no one has been found to take over her ballet classes, but he will speak to Miranda that runs the Yoga classes.  
Roger has organized a free advert in the Usk & Raglan Diary, as well as an advertisement of the availability of the Hall.  
Sue will contact Emma who runs a First Aid for Children – Little Life Savers – to see if there is any interest in hiring the Hall, and also insert the Hall details on Facebook etc.

Val Smith has a Hardwood Board 4ft x 1.5ft, which will be suitable as a sign.  
Val will contact the Prison to see if they are interested in engraving the sign with Gwehelog Village Hall.  
The sign will not be able to be placed on the side of the Hall due to a tree that obscures the view.

Brian confirmed that Blackwood Fire Ltd has serviced all the Fire Extinguishers, and is awaiting the relevant Certificate.

The Insurance is due for renewal next month so Brian will look into renewal costs etc.

Windsor has looked at the portable heaters, but it is too soon to know if this has solved the issue of a quick raise in temperature until the Central Heating kicks in.

Windsor mentioned that the light in the disabled Toilet is continually flashing.  
Rob agreed to look at it, and repair.

Brian has to raise an invoice to the Community Council for the 10 meetings p.a plus any ad hoc meetings. The Committee agreed to increase to £260.p.a, from £252 which is the first increase for 3 years. Kay will invite Nicola Awni, Clerk of the Community Council to the next meeting to meet the Committee.

In the Gwent Association of Voluntary Organisations (GAVO) magazine, there was “The Best Kept Village Hall” competition, entries from 12<sup>th</sup> February 2018. Sue to contact and find out more information.

The Committee agreed to arrange another Coffee morning for Tuesday 10<sup>th</sup> April 2018 - 11.00am to 1.00pm which will be circulated via the Newsletter and Notices.

The next meeting will be held on Monday 26<sup>th</sup> March 2018 at 8.00pm.

There was no other business so the meeting concluded at 9.20pm

Approved. ....

Date .....

