

Gwehelog Parish Hall

Minutes of Management Committee Meeting held at 8.00pm Monday 20th January 2020

Present

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

Apologies

No apologies

Minutes of the Last Meeting

The Minutes of the last Meeting dated 11th November 2019 was agreed and signed off by the Chairman.

Matters Arising

The Rota of the Coffee Morning Organizers for 2019/2020

4th February – John switched to Annis
3rd March – Annis switched to John
7th April – Sue
5th May -- Roger
2nd June – Kay
7th July -- Sue

Gareth Sullivan, a qualified Electrician, has implemented the two security lights on the Conservatory side of the hall for the sum of £210.00.

Windsor and Annis spoke to Rob, after noticing that one of the lights was permanently switched on.

Rob has now adjusted

The PAT Test of all the electrical appliances, has not yet taken place.

The Committee agreed to purchase a new Kettle for the Kitchen. Rob offered to purchase one

whilst he was in Abergavenny.

The Committee is still not able to source the original Manufacturer of the Defibrillator. It appears that the Distributor has gone bankrupt.

Kay has agreed to contact the Council and Rob will continue to contact other sources.

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.

The measurements are 4ft x 2ft with a height of 33.5inches.

Any Other Business.

Roger has now booked the Saturday Night Bee Gees for £1400 (6-piece band) on Friday 17th April 2020.

He has included the information in the Newsletter with tickets going on sale for £15.00.

Rob has collected a free 12ft Screen, redundant from the Monmouthshire school, but this has not yet been unpacked and fitted.

Roger circulated the Income and Expenditure account for the last 3 Film nights.

The headcount was 60 on "Fisherman's Friends", 40 on "Yesterday" and 34 on "Judy".

The next showings will be on Friday 7th February "Downton Abbey" on Friday 6th March "Official Secrets" and Friday 3rd April "The Good Liar"

Advertising the film nights on the two recently purchased boards has been a success.

The wipe clean boards are colourful and can be clearly seen from the main road.

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

A quote has been received for taking existing fittings out of the roof and replacing with new £1350 + VAT

This quote does not include scaffolding and is estimated to take two days.

Windsor Rob and Roger will look into the problems with the end wall and contact MCC.

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

The Conditions of Hire has now been updated by Annis and circulated. This is now available to new Hirers.

Dr Ann Benson's talk/presentation on the history of Raglan Castle on Friday 21st February 2020 at 7.30pm. has been advertised in the Usk Diary for January 2020, and inserted into the Village Newsletter.

Sue will post on Facebook, nearer to the date.

2 new fan heaters have been purchased and are working well.

Brian mentioned that Blackwood Fire Ltd has visited the site on 13th January checked and replaced one of the extinguishers FOC and issued the fire certificate. An invoice for £36 incl VAT has been received.

Brian discussed the request for the loan of 50 chairs and tables for an upcoming party in Wainfield Lane.

The Committee confirmed their approval to the loan of the furniture.

Brian confirmed that a Band has booked the following two Tuesday nights for Band practice, 28th January and 11th February 2020

The next Committee meeting will be held on Monday 24th February 2020 at 8.00pm.

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

Approved.

Date