

# Gwehelog Parish Hall

## Minutes of Management Committee Meeting held at 8.00pm Monday 24<sup>th</sup> February 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  
John Kershaw - Member

### Apologies

No apologies

### Minutes of the Last Meeting

Roger requested that the following amendment should be inserted into the Minutes

“Roger tabled a quotation for replacement of the roof fixings provided by Ben Telfer of £1,345 + VAT and said it was rather more than he had expected. The committee were not inclined to accept the offer. Rob said that he would be prepared to do the job. Roger said that. if so, he felt it was only fair that he should be paid a fair price for the work. It was agreed that Roger would talk to Rob to agree a fair price and put it to the committee.”

The Minutes of the last Meeting dated 20<sup>th</sup> January 2020 was then agreed and signed off by the Chairman.

### Matters Arising

#### The Rota of the Coffee Morning Organizers for 2019/2020

4<sup>th</sup> February – John K switched to Annis  
3<sup>rd</sup> March – Annis switched to John K  
7<sup>th</sup> April – Sue  
5<sup>th</sup> May -- Roger  
2<sup>nd</sup> June – Kay

7<sup>th</sup> July -- Sue  
4<sup>th</sup> August -- Roger  
1<sup>st</sup> September – Annis  
6<sup>th</sup> October – Kay  
3<sup>rd</sup> November – John K

The PAT Test of all the electrical appliances, has now taken place, and the Glitter Ball has been repaired by Jim Randall.

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

Kay contacted the Council to see if they can find out any more information.

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.

Dr Ann Benson's talk/presentation on the history of Raglan Castle on Friday 21<sup>st</sup> February 2020 at 7.30pm. was a great success. Approximately 60 people turned up. Bar Takings came to £126. Annis was requested to send a letter of thanks, and to find out if it was possible to book an evening presentation on Troy House before Dr Ann Benson moved away from Gwehelog.

The Projector Screen has now been fitted by Rob and Jim Randall.

A letter of thanks to Monmouth School will be sent by Annis, on receipt of the email details from Sue/Rob.

### **Any Other Business.**

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

58 tickets have so far been sold, and payment have been received for 25 tickets = £370.

Flyers to be circulated by the Committee, and further advertising organised by Roger and Sue.

Roger circulated the Income and Expenditure account for the last 4 Film nights and the Raglan Presentation, showing a profit to date of £2.19.

The projected profit after the 6-month trial, which includes the £300 donation from the Community Council will be £500.

The original estimated audience was 20-30 but has so far averaged out at 45.

Following the success to date, the Committee hope that the Community Council will be able to review and evaluate this Community Venture with positive views to further funding.

The next showings will be on Friday 6<sup>th</sup> March "Official Secrets" and Friday 3<sup>rd</sup> April "The Good Liar"

Brian was asked about the money held in the Bank.

The balance that day was £19690.44 + £5474.00

Roger had a discussion with Rob regarding a fair price to replace the roof fixings, but

unfortunately Rob is now not able to do the work.

The Committee then asked Roger to get a written quote, with a possible renegotiation on price, from Ben Telfer.

The original quote that was received from Ben Telfer for taking existing fittings out of the roof and replacing with new £1350 + VAT £270 = £1620

This quote did not include scaffolding and is estimated to take two/three days.

Roger circulated a Schedule of the Village Hall Improvement Project.

Purchase of cinema equipment £5k

Installation of cinema Equipment, Microphone, Refurbishment of stage, Stage Lighting, Gable Wall, Refurbishment of the right room for meetings and the left room as the control room for sound and lighting and Thermostat for Heating Control £10k

Main floor, renovation of toilets, rear entrance flooring, LED mood lights, renovation of doors, and refurbishment of ceiling tiles £10k

Gross Approx. Cost of £25k

The target is to look for 50% Funding from various sources.

Roger proposed a Sub Committee to be formed to look into costs, grants, local funding etc. and invite Jim Randall to attend the next meeting.

Jim who is a Maintenance Manager, and Qualified Electrician, approached the Village Hall, via Facebook to offer his services when required.

He has already PAT tested all the electrical appliances, replaced the emergency signs, placed reflective emergency strips on all the steps, as well as the Glitter Ball and Screen.

Discussions then took place about the Piano, that is on the stage. It was felt that it would have to be moved, to make room for the Bee Gees in April.

Sue volunteered to place it on E bay with a collection only notice.

The next Committee meeting will be held on Monday 30<sup>th</sup> March 2020 at 8.00pm.

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

Approved. ....

Date .....

