

# Gwehelog Parish Hall

## Minutes of Management Committee Meeting held at 11.00am Sunday 26<sup>th</sup> September 2021

### Present

Rob Baker - Chairman & Trustee  
Brian Paul – Treasurer & Trustee  
Annis Paul - Secretary & Trustee  
Sue Baker – Covid Officer & Facebook Administrator  
Kay Davies - Member  
John Davies - Member

### Apologies

No apologies

### Minutes of the Last Meeting

The Minutes of the last Meeting dated 15<sup>th</sup> July 2021 was agreed and signed off by the Chairman.

### Matters Arising & Any Other Business

The notice re Covid for the Film Night for Friday 1<sup>st</sup> October was discussed and agreed.  
Kay will try and complete the stitching of the Stage Curtains, as soon as possible.  
Rob, Sue and Annis will try and clear the stage as soon as possible.  
Rob has fixed up the new Shelves in the locked side room, for bric-a-brac surplus books etc.  
Annis has paid the Annual fee for the Alcohol Licence.  
The Music Licence authority has been informed of the opening of the hall from 1<sup>st</sup> October  
Annis has filed the relevant forms but has still not received anything from them.  
Annis will chase them again.

The next Tuesday of the month 5<sup>th</sup> October, the Plant Sale will commence at 10.30am.  
There will not be a Litter Pick, due to lack of helpers.  
The Coffee Morning will commence 11.00am.  
Kay has agreed to purchase the provisions.  
Annis will source helpers for making of teas and coffees.  
Sue will organise an advert on FaceBook, with a copy for Roger to insert in the Newsletter.

Brian mentioned that Yoga lessons has been booked for Tuesday mornings (Exception of the first Tuesday in the month) as well as Monday evenings.

The Committee agreed that the Bee Gees should go ahead on Friday 29<sup>th</sup> October 2021 as booked, subject to any Covid updates.  
Roger has confirmed that the maximum of 120 tickets has already been booked, and a waiting list has been started.  
Monies has already started to come in, and any outstanding monies will be chased nearer to the performance.  
The Committee looked at the seat spacing plan for the day, without space for dancing.  
It was unanimously agreed that the usual style buffet was not an option, due to Covid.  
Annis suggested having a box/bag including some food items to be distributed.  
Rob suggested having one box placed on every seat.  
The Committee agreed, so Annis will source food and boxes for 130 which will include the group., and Sue will design a label.  
It was agreed to go ahead with a Raffle, the usual cost of £1 per strip.  
Prizes to be sourced and donations welcome.

Rob & Annis discussed the setting up of an online calendar for the year to show all the bookings.  
Rob agreed to look at the system he uses for his Practice, to include the name, number of people, contact number and total hours in the day.

The next major project will be to look at the cladding, following the refurbishment of the toilets.  
Rob to contact Ben Telfer, regarding a quote from earlier in the year.

The Committee agreed that it would be good to have a teach in on the working of the film projectors, sound system etc, as offered by Roger. Annis to organise a suitable date in October.

There was no other business, so the meeting concluded at 1.00pm

Approved. ....

Date .....