

# Gwehelog Parish Hall

## Minutes of Management Committee Meeting held at 8.00pm Monday 30<sup>th</sup> September 2019

### Present

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

### Apologies

Kay Davies – Member  
John Davies - Member

### Minutes of the Last Meeting

The Minutes of the last Meeting dated 22<sup>nd</sup> July 2019 was agreed, and signed off by the Chairman.

The Minutes of the Extraordinary Committee Meeting held on Monday 6<sup>th</sup> August 2019 was also approved and signed off by the Chairman.

### Matters Arising

#### The Rota of Coffee morning Organisers for 2019

5th March - Annis (swapped with Sue – September)  
2<sup>nd</sup> April - Kay  
7<sup>th</sup> May - Roger  
4<sup>th</sup> June - Annis  
2<sup>nd</sup> July - Sue  
6<sup>th</sup> August - Kay  
3<sup>rd</sup> September - Sue  
1<sup>st</sup> October - Roger  
5<sup>th</sup> November - Sue  
3<sup>rd</sup> December - Kay

Rob has spoken to Gareth, a qualified Electrician, to implement an outside light on the Conservatory side of the hall, and sort out the spotlights on the Glitter Ball. Hopefully this will be fitted soon.

Rob has still not found any Company who would be able to look at and repair the Defibrillator. The Committee suggested contacting the Citizens Advice Bureau, in Abergavenny

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.**

Brian showed the Committee a letter and Poster received from David Davies requesting it to be placed on the Notice Board. This was agreed.

The Hall has been booked on Saturday 5<sup>th</sup> October, by S Roberts, for a children's party, and by Megan Neale on Saturday 26<sup>th</sup> October for a Baby Shower.

Jodie O'Connell viewed the Hall on 21<sup>st</sup> August with plans to start a dog training class on Wednesdays starting in November. Brian to chase.

Leah is hoping to start a pre-school music and movement group called Happy Hands on Fridays, commencing October. Brian to chase.

Brian has received notification from the Community Council that they have granted the Hall £300.00 to commence a film evening trial. The cheque is to be presented to Windsor, the Chairman, at the Coffee morning on Tuesday 1<sup>st</sup> October 2019.

The Queen Concert tickets for the 11<sup>th</sup> October 19 have all been sold.

(130 tickets at the increased price of £15.00 per ticket= £1950)

Roger has agreed to look after the Group and purchase their refreshments.

Annis will be on the door.

Brian will be selling the Raffle Tickets and organize the float.

Sue will set up the Raffle Table and obtain the Raffle Prizes.

Annis will organize the Raffle Tickets.

The Committee agreed to meet at 12.00

Rob agreed to set up the chairs, trestle tables for the food and the raffle table.

Sue will set up the food tables.

Annis will purchase all the food, serviettes, and plates for approx 135 people.

Brian will arrange to pay the balance of the Groups fee of £1125.

Annis & Chris will prepare all the food.

Roger explained that a sub committee comprising of Roger Leaver, John Kershaw, Rob Baker, Sue Baker, Haydn Price and Maggie Godwin has been formed to run the film nights.

Screening will be on the following evenings

Friday 8<sup>th</sup> November "Fisherman's Friends"

Friday 6<sup>th</sup> December "Yesterday"

Wednesday 8<sup>th</sup> January

Friday 7<sup>th</sup> February

Friday 6<sup>th</sup> March

Friday 3<sup>rd</sup> April

There will be an entrance charge of £5.00

Richard Coburn from Catsbrook gave a talk on how their Village Film Evenings work on Monday 30<sup>th</sup> September at 2.30pm.

Costs of running a film evening

Moviola Gold Service Charge GOLD £40 + VAT + Return Postage

Moviola Silver Service Charge SILVER £30 + VAT + Return Postage

35% of Total Ticket Sales.

Cinema for all Membership £65

Cinema Equipment Hire - Free for November and £25pm thereafter

Brian was requested to keep an account of all Income & Expenditure.

Following the trial over the Winter, a decision will then be made as to whether the Committee agrees to purchase and install permanently all the necessary equipment. with the help of funding from the Council/Grants.

Roger agreed to look at Grant possibilities for a Maintenance Project - Toilet refurbishment/Stage Lighting/Cladding repairs and other general maintenance that may be required...

Annis mentioned that John Kerhaw was prepared to sit on the main Committee.

This proposal was agreed unanimously.

The application to vary the Premises License was sent in mid September at a cost of £100 to Monmouthshire County Council.

This will amend the Opening Hours; allow the Sale of Alcohol, and the Exhibition of Film on the Premises.

A notice was placed on the Village Hall Notice Board and an advert was placed in the Abergavenny Chronicle at a cost of £144.

The Designated Premises Supervisor application form has now been completed by Annis and sent on the 27<sup>th</sup> September, together with a copy of the advert and a List of Committee Members.

Brian will chase Dr Ann Benson, who will be giving a talk/presentation on the history of Raglan Castle for a date in February 2020. No admittance charge.

The Christmas Fayre will be held on Sunday 17<sup>th</sup> November 2019 11.00am to 1.30pm

Table holders to arrive from 10.00am

There will be a charge of £3.50 a table.

Sue will contact previous table holders to obtain bookings and advertise on Facebook.

Roger to advertise in the Newsletter.

The next Committee meeting will be held on Monday 28<sup>th</sup> October 2019 at 8.00pm.

There was no other business so the meeting concluded at 9.45pm

Approved. ....

Date .....

