

# Gwehelog Parish Hall

## Minutes of a Zoom Film/Cinema Committee Meeting held at 8.00pm Monday 16<sup>th</sup> November 2020

### Present

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

Windsor Howells – Chairman and Trustee

### Minutes

Annis informed the Committee that Windsor had contacted her, to send his apology and to be his proxy if required.

Roger discussed the current estimates of the Cinema project, compared to the costs for the Grant Application.

Brian wanted to know about the Hearing Loop, that was excluded from the current estimate. Roger explained that it was old technology, and not really necessary, leaving the total estimated costs of the Cinema at **£3,953**.  
The Committee felt that the security of the door, cupboard, control room should have new locks, and a lock put on the new projector in the ceiling. Rob to look into the required locks.

The stage lighting was discussed in detail and totals **£1,523**

The Stage costs of **£747** was for black fire retardant stage drapes, to replace the damaged ones at the two sides and back of the stage, which will be made up locally, plus purchase of the curtain rails.

The cleaning and decorating was reduced to **£1,784** due to the toilets and hallway being left until Spring-time, when the cladding needs to be attended to.  
Quotes for painting are being obtained.

The miscellaneous estimates of **£1,247** consist of

1. Installation of a thermostat to control the hall heating. Second quote being obtained.
2. Electrical work. 6 Thermostats to supply and fit, 3 tube light fittings to replace, damaged cable in main hall to be replaced, strip out wiring and control box for stage lighting, 2 double sockets in control room.  
Kay mentioned that we would need to get a reliable, competent, fully accredited Electrician.
3. Rubbish Clearance from the stage and both side rooms. Sue felt that the piano should not be dumped, as it was for the Community.  
The Committee agreed that it would be put into the store room at the kitchen end of the Hall.
4. The Scaffold Tower Hire. Brian felt that it would be more appropriate to purchase rather than to hire, especially useful for future or ongoing projects.  
Rob agreed and offered to research and purchase.

The total estimated sum of **£9,254** plus a contingency of **10%** = **£10,179.**

The work is planned to be completed by 31<sup>st</sup> January 2021, subject to John K laying down the Covid procedures, for everyone to follow, plus any new government guidelines.

John K proposed that the Committee approved the estimated spend of **£10,179.**  
Kay seconded the proposal, and the Committee agreed unanimously.

John K commented that the drain cover needs repairing/replacing before re-opening.  
Fitting/replacement/repair to be organised.

Roger felt that a zoom meeting ought to be held on a monthly basis, until the hall is available to be used.

The next zoom meeting will be held on Wednesday 9<sup>th</sup> December at 8.00pm. Roger will organise.

The AGM is provisionally booked for Monday 1<sup>st</sup> February 2021 at the Hall.

Annis Paul  
Secretary and Trustee  
18<sup>th</sup> November 2020