

# Gwehelog Parish Hall

## Minutes of Management Committee Meeting held at 8.00pm Monday 26<sup>th</sup> March 2018

### Present

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

### Apologies

Val Smith - Guest

### Minutes of the Last Meeting

The Minutes of the last Meeting dated 19<sup>th</sup> February 2018 was agreed, and signed off by the Chairman.

### Matters Arising

Rob and Sue are still looking into organizing the book shelves and an explanatory notice on how the book share works.

Rob Baker has commenced the cutting of the tree branches, and will continue as and when the weather permits.

The Banner for the Elvis Event has been received and put up by Roger.  
Roger confirmed that so far he has commitments to purchase 36 tickets for the event.

Brian informed the meeting that the Barclays Bank account is now online, so payments for tickets can be made direct. Brian requested that their name must be given as a reference, in order to process the payments and he will inform Roger who will collate and give out the numbered tickets.

Brian confirmed that Elizabeth James finished her ballet classes last weekend. Unfortunately no replacement has yet been found.

Miranda is interested in extending her Wednesday Yoga classes, but has not yet confirmed.

Sue/Rob will contact Emma who runs a First Aid for Children – Little Life Savers – to see if there is any interest in hiring the Hall, and also insert the Hall details on Facebook etc.

Val Smith Hardwood Board/Sign 4ft x 1.5ft, has been taken to the Prison, for engraving with “Gwehelog Village Hall”

The Insurance is due for renewal next month. Brian is still awaiting renewal costs etc.

Windsor mentioned that the Heaters were working but that the light in the disabled Toilet has started flashing again. Rob will arrange to install a new starter.

Brian raised an invoice to the Community Council for the 10 meetings p.a. plus any ad hoc meetings for £260.p.a. which was paid immediately.

Brian received the application form for the Community Building Energy “Make Over” Application, from Monmouthshire County Council. The application form was completed ready to post, before the closing date of 30<sup>th</sup> March 2018. Five buildings are to be identified. The first one will be assisted to obtain the relevant Capital Funding, or if not successful, will receive £2000 for simpler energy saving measures. The remaining Halls will receive £1500 to spend on appropriate energy saving improvements.

Notices have been circulated regarding the Coffee morning for Tuesday 10<sup>th</sup> April 2018 - 11.00am to 1.00pm.

Chris Kay and Annis have offered to arrive at 10.30am to organize. Kay agreed to buy the Milk, Biscuits and Welsh Cakes.

Windsor requested a large box in which to store the Christmas Decorations. Rob agreed to organize.

Discussions took place on our Data Protection Policy. Roger will check that we are in compliance. Kay will distribute a main pointer schedule to Annis & Roger.

The next meeting will be held on Monday 20<sup>th</sup> April 2018 at 8.00pm.

There was no other business so the meeting concluded at 9.10pm

Approved. ....

Date .....