

**MINUTES OF LLANDYFAELOG COMMUNITY HALL COMMITTEE MEETING
HELD AT THE HALL ON 25 JANUARY 2018 AT 8.00PM**

Present: Sarah Walters (Chairman), Lisa DeKroon, Shan Rees, Penny Stone, Melanie Phillips-Rees, Janet Davies, Janet Knott, Carys Thomas, Rowena Phillips, Mair Stephens, Sandra Lines and Arfon Davies (Secretary).

Apologies: Jamie Stiles and Eirlys Thomas.

1. Minutes of the meeting held on the 28th September 2017 were confirmed and signed.

2. Matters Arising

1. Hall Flooring – The Secretary had been informed that Ralph Stephens would be carrying out the buffering and polishing of the main hall and replacement of the Entrance Hallway flooring early next week.

2. Races Evening – The Chairman noted the success of the evening and thanked everyone for their support. The Treasurer noted that a profit of £969.00 had been made on the evening. The Secretary to write to the sponsors to thank them for their support of the evening.

3. Hall Fire Exit Door and exit pathway – The Secretary confirmed that the works had been complete along with assessing and carrying out repairs to the damp area in the committee room and securing wall copings and other additional areas of work. The bill from HRJ Carpentry was approved for £440.00.

4. Hall Play Ground – The Secretary confirmed that a grant of £9,300.00 had been secured from the National Lottery. The Committee Executive members had met and sought quotes for the replacement of the multi use unit, swing seat and springer, new surfacing and new fencing. Additionally a quote was sought from a local contractor for the digging out works and provision of new fencing. One supplier (Playdale had advised that it would not be possible to retain the swing due to the dimensions of the play area).

The estimated costs originally were £20,000 for the project, the Secretary confirmed that he had made a further grant application for £2,000 to the Millennium Stadium Trust. He had also contacted the Community Council to see if they would be able to provide any support. The Council had confirmed they would be able to make a total of £9,000.00 available to the project.

Quotes were received as follows:

Description	HAGS / SMP	Playdale	Jason Stiles
Replace equipment	£6,401.21	£7,837.90	
Surfacing	£7,587.00	£9,508.70	
Sub Total	£13,988.21	£17,346.30	
VAT	£2,797.64	£3,469.32	
Total	£16,785.85	£20,815.92	

Description	HAGS / SMP	Playdale	Jason Stiles
Dig out and remove wood and equipment	£1,503.67	£4,994.00	£950.00
Fencing	£3,013.00	£4,766.00	£1,700.00
Sub Total	£4,516.67	£9,760.00	£2,650.00
VAT	£903.33	£1,952.00	£530.00
Total	£5,420.00	£11,712	£3,180.00

Following discussion it was agreed to utilise HAGS / SMP and Jason Stiles for the provision as follows

Description	HAGS / SMP
Replace equipment	£6,401.21
Surfacing	£7,587.00
Sub Total	£13,988.21
VAT	£2,797.64
Total	£16,785.85

Description	Jason Stiles
Dig out and remove wood and equipment	£950.00
Fencing	£1,700.00
Sub Total	£2,650.00
VAT	£530.00
Total	£3,180.00

Total Costs were therefore currently estimated at

£16,638.21 Sub Total
£3,327.64 VAT
£19,965.85 Total

The Secretary also confirmed that as part of the project he had contacted the Ferryside Mens Sheds and St Ishmaels YFC to see if they were interested in providing flower planters for the Hall. The Mens Sheds had expressed an interest, the cost to the Committee would be the wood required. The Secretary had also advertised the project within the Community in order to invite interested parties to take part.

The Committee will send a thank you letter to the Community Council for its kind contribution, the Council will also be invited to meet with Committee member to take the project forward.

It was agreed to arrange a fundraising event towards the costs with a Shoe Kingdom event to be held. An opening celebration will also be arranged. Possible crowdfunding will also be explored.

5. Electrical Works – Repair to a lighting unit in the main hall at a cost of £153.78 plus VAT by RNF Services was approved.

6. Xmas Lights Evening – The Chairman noted the success of the Christmas Lights evening and thanked everyone for their support. Thanks were noted to Mair Stephens for supplying the gifts for Father Christmas, Thanks were also noted to everyone who helped with putting the tree in place. The Treasurer noted a profit of £90 from the evening. Donations had been received from the Community Council for the tree (£75.00) and Council Chairman, Cllr Janet Knott along with Ronald Thomas who had switched the lights on.

7. Hall external lights delay switch. Thanks were noted to Graham Rees for replacing the switch. The cost of the unit was noted as £16.00.

3. Correspondence

1. Swalec – Confirmation of the committee electrical account which was currently in credit.

2. Carmarthenshire County Council, Licensing Department – Information request in relation to the 100 club. The Treasurer and Secretary had provided the detail.

3. Payment of Hall Hire – The Secretary noted that he had written to a hall hirer who had not yet paid the charge for a booking in 2016 despite much chasing by the Treasurer. This will continue to be monitored.

4. Payments

The Treasurer noted the following other payments not detailed above

1. Heating oil - £643.00
2. Secretary costs - £45.58
3. Park Annual Inspection - £78.00
4. Christmas Tree - £120.00
5. Show Advert - £50.00

5. Booking Issues – It was noted that a booking had been made by the show committee for use of the Hall, however when the meeting took place the committee members had been treated dis-courteously as the booking message had not been passed on to the Caretaker.

The Secretary apologised for the oversight in not passing the booking on to the Caretaker. The Caretaker will speak to the individual involved in order to ensure that all hirers are treated courteously regardless of whether a booking had been made.