

MINUTES OF THE PELHAM HALL MANAGEMENT COMMITTEE AGM

Monday May 11th 2015

PRESENT: David May (Chairman), Anne May (Treasurer), Ros Robertson (Secretary), Dick Hartley, Sue Dean, Wendy Boycott, Prue Evill, Sarah Haeffner, Roger Forbes, Cindy Holton, Penny Woodman, Debby Blakebrough, Ann Bradley, John Bradley.

1. Apologies for absence

Maggie Tudgay, Ruth Bastow, Adam Burt-Jones, Annie Oakeley, Mary Wakeling, Sally Henley, Trish and Peter Hayward.

2. Approval of 2014 AGM minutes

Proposed: R. Forbes. Seconded R. Robertson

3. Matters arising

None

4. Chairman's Report

As for previous years, the last 12 months have witnessed the Hall putting on its usual and varied range of events. It has again hosted the regular meetings of the WI, the Bowls Club, Pilates and Yoga classes and, of course, it has continued to provide facilities for the Cricket and Tennis clubs.

The Hall remains a venue for private functions and has also successfully staged many public events too, with many "old favourites" remaining in the programme. The Events Group has continued to build towards a programme of one significant event per month and evenings such as for the Harvest Supper have been very successful.

The reintroduction of Film Night has not proved as popular however, neither did the showing of live Six Nations rugby, despite these attracting good audiences previously.

A new departure has come in the form of Thursday evening being "Social Night" where the bar is open, games such as table tennis are available and a venue to meet friends is provided.

The Events Group has a small number of very active members and has now reached the stage where more volunteers would be very much appreciated to share the work it does. Last year's village survey revealed that many residents believed that "the Hall should provide a wider range of activities in the future". We are working towards this but, as mentioned above, we need to widen the group of active supporters next.

As ever, funds are needed to run and maintain the Hall and many of its activities have fundraising as a major aim. One particular current target is to raise £2000 to purchase and install a commercial dishwasher and Jill Bouchier and Amanda Jack are now running well-attended monthly "Wash Tub" lunches to raise the finance. I'm pleased to report that good progress is being made towards this target.

With respect to the fabric of the building, this has been another year of maintenance for the Buildings Group, with many small tasks now completed, including an improvement in the Hall's fire safety provision.

The Buildings Group also had to deal with a break-in last December which resulted in loss of bar stock and with the ensuing upgrades in Hall security.

The Social Club continues to develop and has been busier than ever now that the bar is open on more occasions than before. Adam Burt-Jones and Ruth Bastow have recently stepped down from their roles as Chairman and Secretary of the Social Club committee and they are proving a very hard act to follow and we are currently looking to fill these positions.

Pete Allerhand stepped down as Treasurer last May after several years of committed and very appreciated service and the Committee appointed Anne May to take over as Treasurer.

Finally, the Charities Commission have accepted the committee's amendments to our Governing Document (the 1965 Conveyance) and we have now clarified how the Hall is to be run, having updated our constitution to meet twenty-first century standards. All full committee members meet Charity Commission legal requirements and are now Trustees of Pelham Hall.

Committee members are also pleased that meetings are now bi-monthly and not monthly!

David May Chairman, Pelham Hall Committee 11th May 2015.

5. Treasurer's report – See Pelham Hall Financial Accounts Year Ended 31st March 2015

Page 1 shows the profit and loss accounts for the Hall, which is effectively your income and expenditure account. You will see that the key card income has increased dramatically, which is due to the late invoicing of cards for the tennis club. We have accrued £1,300 for the cricket club and tennis club management fees and the other figures should be fairly self-explanatory.

On the expenditure side you will see that the purchases figure has been adjusted for the stock movement and differences in receipted expenditure. Water rates have been adjusted simply for the accruals, sundry items have been reallocated as appropriate, the refund of bank charges has been moved from income to the expenditure and a book adjustment for depreciation has been added. Again the other expenditure should be self-explanatory

The overall effect this year is a very slight profit of £63, which is an improvement on the loss for last year of £3,971.

Page 2 shows the balance sheet, which lists all assets and liabilities of the Hall as at 31st March 2015.

The tangible asset figure is simply the written down book value of assets held by the hall, stocks are the key cards held, accrued income are the management charges per note 1 above, prepayments is the 10 months insurance prepaid at the year end and cash at bank and hand are self-explanatory.

On the liabilities side we have accrued the water rates, which are usually paid just after the year-end in April and obviously our bill, which relates to this year but will not be paid until after the year-end. Long-term liabilities are carried forward loans, which the Hall owes to the cricket and tennis clubs.

Anne May Treasurer, Pelham Hall Committee 11th May 2015

6. Election of officers:

In accordance with practice, the Chairman declared all Offices vacant.

- Chairman: David May, proposed by Cindy Holton; seconded by Roger Forbes .
- Secretary: Ros Robertson, proposed by Sarah Haeffner, seconded by Anne May .
- Treasurer: Anne May, proposed by Ros Robertson, seconded by Sarah Haeffner .
- Events group Chair: Cindy Holton, proposed by John Bradley, seconded by Roger Forbes.
- Buildings and Maintenance group Chair: Roger Forbes, proposed by Cindy Holton, seconded by Anne May
- Social Committee Chair: see below
- Committee members:
 - Ruth Bastow
 - Mary Wakeling
 - John Bradley

Social Committee: The Chairman proposed that, in the absence of volunteers coming forward to take the place of recently retired Social Committee officials, administration of the Social Club should fall under the auspices of the Pelham Hall Management Committee for the time being, on the understanding that the two budgets and accounts systems would be kept strictly separate.

The AGM accepted this proposal and agreed that David May should be the interim Chairman of the Social Club committee and would be joined by Anne May, Roger Forbes and John and Ann Bradley as the initial committee members with more to be appointed after the AGM.

This group would have as its first task the job of completing the upgrade of the Social Club constitution, started by Adam and Ruth.

7. Appointed representatives

- Tennis Club – Sue Dean
- Cricket club – Phil Harris
- Bowls Club – Annie Oakeley
- WI – Maggie Tudgay
- TUCC – Adam Burt-Jones
- Church – Sarah Haeffner

8. Election of Auditors

Miaren Bookkeeping Ltd - 2 Mount Villas Upper Redbrook Monmouth NP25 4LH

Proposed by Anne May; Seconded by Cindy Holton

9. AOB

It is imperative to attract more village people to contribute to the running of Pelham Hall.

10. Closure of AGM.

The meeting was declared closed at 8 pm.