

Pelham Hall Management Committee Meeting Monday 4th November 2019

7:00 pm

PRESENT: John Bradley, Sarah Haeffner, Jan Harray, Nigel Roles, Nikki Scarr, Adam B-J, Tom Rigby, Geraint Thomas, Anne May, David May, Andy Henstridge (Chairman)

1. Apologies for absence – Lance Rowell, Karen Rollings
2. Minutes of previous meeting, 2nd September 2019:
 - Accepted
 - Agreement to make public - yes
 - Action list from September minutes, not covered specifically in the agenda for this meeting:
 - 8.1: Chairperson required. Nikki Scarr offered to chair next meeting.
 - 8.2: Theatre group: done.

 - 2.2 – 4.3 Loans: in hand: see item 4, Treasurer's report below.
 - 2.5b: Exterior lighting: included in item 6 below.
 - 5: official opening of lift. Lift needs to work first! See Premises report.
 - 5: microphone: DM purchased a wire-free microphone. It developed a problem on the quiz night. So he will investigate cause. **ACTION: DM**
 - Matters arising not on the agenda: none
3. Declaration of conflicts of interest: none
4. Treasurer's report, September 2019 - November 2019:

Summary 4th April – 4th November 2019

Total Income £35,864.93

Total Expenses £32,290.71

Bank £20,773.96 + Floats £610

Notable Figures

Italian Night £910 profit

Grant offer from Monmouthshire County Council for £3000 towards low energy lighting

Solar Panels

Income generated by PV panels

£560.25 payable by 30/11/19

Total since installation £623.69

Loans

Cricket Club

Outstanding £5151

Payment of £650 due now

Tennis Club

Outstanding £5705

Payment of £700 due January

The pros and cons of using Ticketsource as our event payment system were explored in detail. The major disadvantage was the service cost which, under some circumstances, made a large hole in profits.

The advantages of TS are: no need for volunteer time or for handling cash, immediate delivery of tickets, etc.

Where a volunteer was happy to be responsible for ticket sales, collecting money etc, significant sums of money could be saved, to the benefit of the Hall.

AH presented the three examples listed below with suggestions on the appropriate use of this payment platform.

Ticket Source

Useful tool and works well but it can be expensive

Example 1 Art Class 25/10/19

Ticket Sales £315

Cost of running event £210

Profit £105 TS Costs £20.97

Costs 19.97%

Advantage makes event very easy for Paula Brady to run – suggest keep using

Ticket Source

Example 2 Panto

Ticket Sales £2730.99

Cost of running event £366.85

Bar Profit £566 Raffle/Progs. £936.90

Profit £3867.04 TS Costs £267.53

Costs 6.9%

Advantage – 63 transactions, tickets printed – suggest keep using

Ticket Source

Example 3 French Night

Ticket Sales £1560

Profit £725 TS Costs est. £140

Costs 19.3%

TS not used – only 26 transactions, no tickets required

Ticket Source

Suggest not using TS for Example 3 type of events provided there is a volunteer as single point of contact.

Current savings by not using TS

French night £140

Italian night £192

40's Night est. 55 tickets £74

Total £406

It was agreed that the decision on whether or not to use Ticketsource would be left to the Events Committee who would continue to choose when to use Ticket Source but if a volunteer was available for Example 3-type events it made sense to avoid paying unnecessary costs.

5. Committee sub groups

- Events Committee report from 3rd October meeting:

1. *Present: Sally Henley (Chair), Annie Oakeley, David May, Jan Harrhy, Geraint Thomas (minutes), Paula Brady, Sue Milsom, Pat Jones*

2. *Apologies: Nikki Scarr, Niki Felstead,*

3. *Matters arising:*

a. Italian Night. Sally has sent a "thank you" to chef, Vincent. All who attended agreed the evening was a great success and also that the young helpers did a great job waiting at tables and clearing up. 51 bottles sold! Potential next night end of Jan or 15 Feb – possibly Moroccan night!

b. Roger Morgan's evening talk 7.30pm on Thursday 10.10.19 will be about "Chepstow Castle" and donations will be asked for on the night

c. 1940's night (16th Nov) Band sorted, beef stew, mash and peas will be the meal. Will ask for puds. Looking at Josh to do the bar, and we will need staffing. Pat will contact Josh. Sue to contact the "washer-uppers", Sally and Sue to check logistics of hall. Paula ill "do" the raffle prize - £50 on hamper. Niki to do poster. Decorations – Sue to ask Tanya

d. coffee mornings – on hold at the moment

e. big breakfast – revisit in November

f. quiz night – 24/10/19 – 8-9:30 Geraint to MC. Teams of 4 poster to be made by Niki. £1 per person

4. Regular Events:

a. Supper Night 17th Oct – Fish and Chips, 21st Nov – Shepherd's Pie– Sally to do and a vege one too.

b. Art Club and latest Art Workshop:

Not many people have been attending but leaving as is for the moment. Lots of workshops coming up.

c. Film Night: David said they were ticking over and quite well attended. 11th Oct “Fighting with my Family” comedy.

7. AOB

a. 3 functions booked in calendar – Wedding 14th December, Quiz night (24th Oct) and Private party – 7th Dec

b. Rosemary Corcoran (?) not available for talks in Nov/Dec but available in Jan/Feb

c. Bob and Nicki Scarr to swap over as Nikki can't get back for the meetings, so Bob will take over her events committee “hat” for time being.

d. Community Carols led by the North Singers – 19th Dec – waiting to hear back from them to see if it is a go or not.

8. DONM Thursday 07.11.19 at 7.00pm

- Premises report (JH)

- PV solar panels are now legal as a Certificate of Lawful Development issued by MCC 13.9.19.

- Requested quote from Green Park Power (GPP) re heating water/storage heaters. Two energy diverters would cost £636 to heat Hot Water Cylinder/ 20 years life. *Committee agreed to go ahead.* A further diverter plus associated wiring costs for storage heaters will be requested from GPP (if viable) by JH as not on quote. **ACTION: JH**

- Richie Bentley has put on 3 coats of paint on the front wall. Ongoing with other repairs/improvements every month.

- Lift: problems still. Technician thinks he knows what the problem is and he will come back with a 2nd. Warranty period 1 year but it is still being commissioned.

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6. Funding of future projects update:

- Website future (DM) – over 500 pages on website. 3 options:

1. Do nothing and hope that Firefly will turn a blind eye and continue to host the Penallt site

2. See if some sort of deal can be made with Firefly

3. change platform and host. Whatever done will be time consuming and also there will need to be someone in the village to maintain it. 1st question is how to maintain it. Square Space possible (used by Art in Penallt)

Solution needs to have longevity. It needs to be mobile friendly.

ACTION: DM to have discussion with Firefly to see what the possibilities are.

- LIGHTING PROJECT (DM/JH)

Energy makeover meeting with Mark Lloyd. A year ago a quotation of £2785 for LED lighting in the Hall.

Delays.

Now: MCC has offered to give grant to allow us to run the project rather than it being in MCC's hands. We have qualified for a grant of £3,000. Terms and conditions need to be signed. DM to sign. Then LR/AH/JH/DM to come up with a spec. MCC wants 2 quotes.

ACTION: DM to sign T & C. The 4 meet and draw up spec and get quotes.

JH to be point of contact for quotations.

Time limit: 31/3/20.

7. Update of ideas for upgrades to Hall.

Chairs: 121 grey chairs downstairs. JH suggests 120 banqueting chairs and trolley, got a quote £2,368 new. Order 1 chair and see what it is like or Adam can go and have a look at the chairs and make a decision. Chairs need to be purchased before wedding in December.

ACTION: AB-J, JH

Prep fridge in kitchen repaired twice and now broken down again. JH will source one and will go back to the repairer who gets good price.

ACTION: JH

Blinds for committee room:

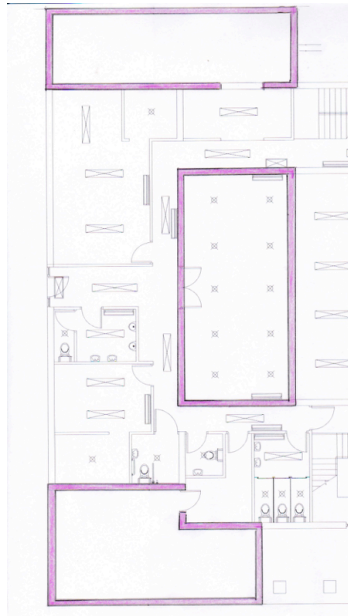
Geraint: create a roof over the hall and two new rooms. This led to a suggestion by Adam that some forward planning should be done in the form of an upgrade project.

Upgrade project: Adam prepared to do an upgrade project: Adam, Geraint, Jan, Andy interested in preparing this.

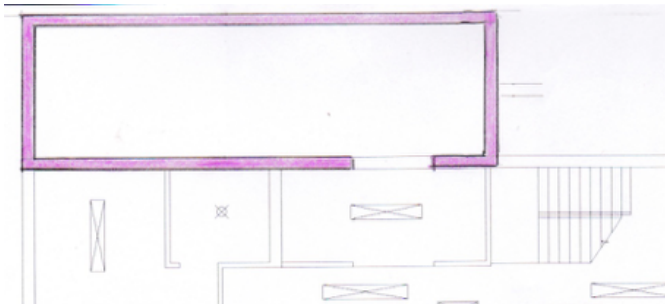
ACTION: AB-J

8. Update of possible storage areas.

Storage Space Overview



OPTION 1:



Area 26.1m²

Who owns this piece of land?

Ground floor access.

Extend decking area.

Could build out further.

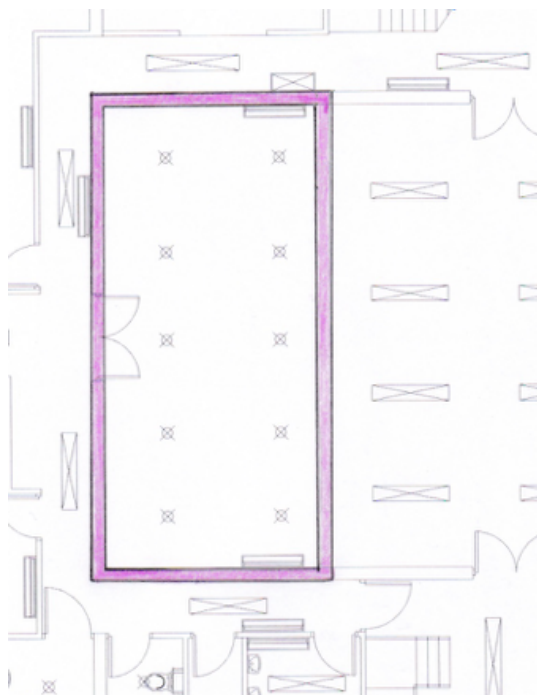
OPTION 2:

Area 37.1m²

No external building work.

Access via two flights of stairs.

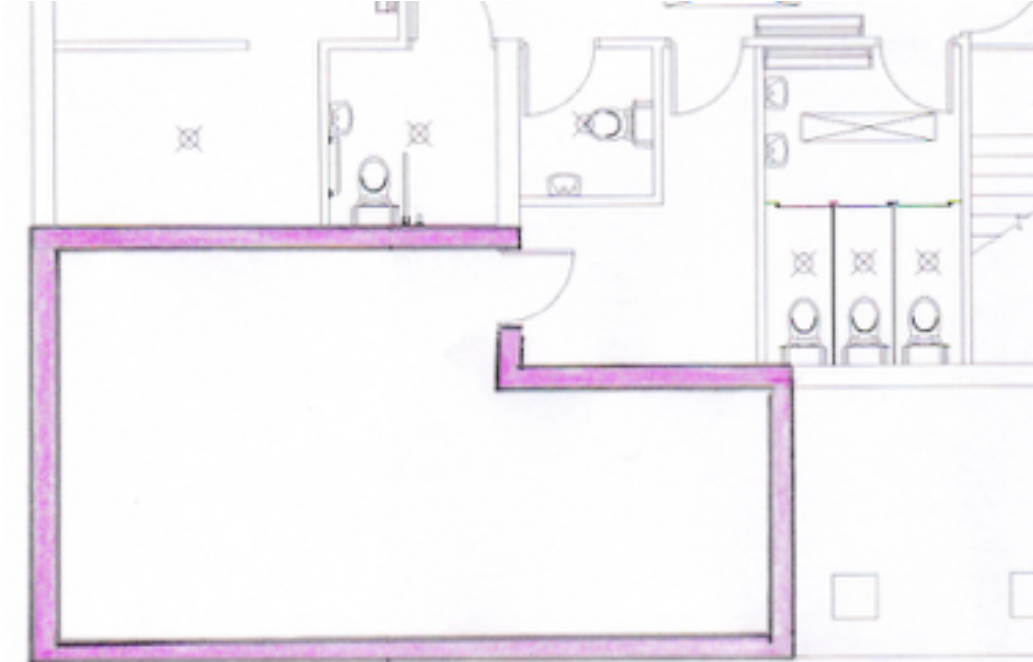
Could also be used for projection/
stage lighting room.



OPTION 3: Area 28.9m²

Ground floor access.

Could incorporate store room.



It was agreed that storage development would be included in the upgrade project above.

9. **Resilience** e.g. making sure at least one other person has an up to date copy of the ledger. Answer: keep it in a Dropbox or equivalent Cloud storage. AH suggested we look up everything else we do and confirm resilience, e.g. mailing list. Minutes, plans, etc.

ACTION AM: put this topic in the agenda for the next meeting.

ACTION NOW: AH will back up Into Dropbox or equivalent.

Action All: to consider what needs to be updated/improved.

10. New projector (unless this is part of item 1) DM: Agreed: get new projector for £399.

ACTION: DM

11. Date of next meeting: 13th January 2020. Nikki Scarr has offered to chair this meeting.

12. AOB: none.