

# Pelham Hall Management Committee Meeting Monday 13<sup>th</sup> January 2020

7:00 pm

## DRAFT MINUTES

**Present: Nikki Scarr (Chair), Karen Rollings, Jan Harrhy, Andy Henstridge, Tom Rigby, Sarah Haeffner, David May, Nigel Roles, Anne May**

1. Apologies for absence Lance Rowell, Adam Burt-Jones, John Bradley
  
2. Minutes of previous meeting (previously sent with draft agenda)
  - Acceptance - agreed
  - Agreement to make public - confirmed
  - Action list on topics not on Agenda.
    - 2: DM – intermittent fault with wifi microphone has now rectified itself.
    - 10. DM - New projector installed and working.
  
  - Matters arising not on the agenda will be covered through AOB and Agenda.
  
3. Declaration of conflicts of interest - none
  
4. Treasurer's report

### 1. Treasurer's Report November 2019 – January 2020

(figures from April 1<sup>st</sup> 2019)

Total Income	£45,986.71
Total Expenses	£43,316.94
Bank	£19,581.86 + Floats £590

### 2. Notable Figures

40's Night	£380.00 profit
Projector + screen =	£508.97
Chairs	£2,213.76 - £956.92 = £1256.84
New fridge	£989.98
Stage Lights	£541.95
Green Park Power Solar Diverters	£636.00

### 3. Loans

Cricket Club

Outstanding £4501

Tennis Club

Outstanding £5705

Pay £700 + £123 (Key cards) this month

Balance £4882

Refund of chairs is in accts as income. Needs to be amended . More income than expenditure. Approx £240 extra needed for stage lighting. 40s night very successful and made a profit.

Loans: Tennis Club: we agreed to pay £700 and £123 keycards this month. Agreed to take this off their loan. Proposed: DM 2nded: NS

Cricket Club: agreement that we pay £1000/year (funds permitting), so next month £350 and £650 in Sept.

4. Committee sub groups

- a. Events Committee report from meeting Wed 7<sup>th</sup> Jan.

PELHAM HALL EVENTS GROUP MINUTES

Tuesday 7<sup>th</sup> January 2020

Chair – Sally Henley Minutes – Sue Milsom

Present - Sue Milsom, David May, Ann Oakeley, Pat Jones, Bob Scarr

Apologies - Paula Brady, Geraint Thomas, Niki Felstead

Matters Arising

1. December Events

- a. The Mulled wine was very successful with between 30 and 40 people attending. We will definitely do another Christmas 2020. The feedback was positive and the mulled wine excellent.
- b. Christmas day lunch time was another success. There were a lot of people there and the bar takings were £260.00. Thank you to John Bradley for volunteering to run the bar.

2. Quiz night

After the last success Geraint has kindly agreed to officiate the next one. The 12<sup>th</sup> March has been agreed. This need to be put out by email as a date to put in your diary.

3. Coffee Morning

Evidently this was very popular and it was thought a good idea to do on a regular basis rather than once a year. Would Jan be prepared to run this perhaps with Sarah.

4. Big breakfast date

If was decided the day after the Panto party, Sunday the 16<sup>th</sup> February would be a good day to hold the breakfast. People will have guests and a hangover so the breakfast will be a perfect solution. We need to advertise this and see if there are people prepared to host this as many of the usual volunteers will be involved in the panto so not available. Pat will

send out an email to see if anyone able to help, suggested people were Jan, Pauline, Gail and Suzie.

5. Following the success of the Christmas mulled wine evening, an Easter hot cross bun evening was suggested. Thursday the 9<sup>th</sup> April was put forward. This is Maundy Thursday.
6. Kepow Improvised Theatre  
Everyone agreed this should go ahead. Sally will check availability. The performance chosen was agreed as 'Whose Story is it anyway' Bob suggested we get some questions, story suggestions ready beforehand, just in case the audience don't participate at the beginning.

#### Regular Events

1. Supper Night  
Pat will book the Fish and Chip van for the 6<sup>th</sup> February. The 20<sup>th</sup> will be missed as people will have been too tied up in panto or unavailable, also it was felt the village is getting a bit fed up with the fish and chips and numbers are falling. It was suggested we look for something different such as a Chinese or noddle van, we will revisit at the next meeting for March. The farm at Llanishen does a takeaway service on a Thursday for £6.00, that could be worth looking into. Their menu looks good.
2. Art Club  
See web site for details, Paula was not there to update us.
3. Film Night  
Next one is at the Narth

#### Panto

1. Parking  
David May will ask the new owner if we can use their field.
2. Front of house  
Sally will ask if Sarah or Sue Bentley can help.
3. Bar  
Pat will look into who can help with the bar.
4. After Panto party  
This will be after the evening performance of the panto and will be in the bar area. Ewen and Rory will do a 45 minute set with their band. Anyone can attend and there is no charge.

#### Pop up restaurant

1. The next date has been agreed as the 25<sup>th</sup> April.
2. The theme will be a Moroccan Night
3. The menu will be put together by Vincent, he has already agreed to start this.
4. The price will be the same as the last meal, £35.00

5. Can Jan organise the waiters again

6. Sue will organise the decorations

7. Pat can you look into bar staff.

**NEXT MEETING WILL BE WEDNESDAY THE 5<sup>TH</sup> FEBRUARY AT 7.30PM**

Comments from the PH meeting:

- Suggestion that some of the money from the Gourmet Dinner be given to a charity. Generally, not appropriate for a charity to give to a charity. Could do a collection/raffle. Agreed it would be acceptable. But encourage them to spend it on the Hall!

- Sally: panto: would it be possible to have a loft staircase? The cost is less than £200.

**Action: JH to get a quote for a loft staircase and get Richie to install it.**

Extra: Charity events e.g. Macmillan coffee Morning: would that be OK? We would probably need to amend the governing document. No action agreed.

b. Premises report (JH)

- **Diverter**s in and working. If you need to boost the hot water the boost buttons are in the downstairs kitchen cupboard. When we get sun there should be hot water, so need to switch the hot water tank buttons on then. A note to that effect explaining what to/not to do.

**Blinds** have been fitted in Committee Room. Not yet fitted in Bar

**ACTION: JH will get Richie to install these.**

- **Fridge** purchased and fitted.
- **LED electrical lighting:** JH has asked 5 electrical companies to quote, no quotes yet. 2 turned it down – requirements to be met were too stringent. Mark Lloyd, Rural Dev Officer, MCC has confirmed grant is available until end of 2021 and not end of March. We have £3000 grant earmarked. MCC asbestos survey being done tomorrow. This survey is different from last one, done before the lift was fitted. This is because of potential drilling through the ceiling when the lighting is done.
- Lighting Ts and Cs have been signed by DM.
- WiFi – on Jan 28<sup>th</sup> we should get an upgrade from here to the cabinet. We await for it – from 0.5 Mb to approx. 10-15 Mb. **Action: DM to monitor**
- New router purchased, installed and new code publicised.

5. Funding of future projects update

a. Lift Project (AH/DM)

Lift is in. last technical visit was last Monday. JH to get back to Stiltz to request the warranty date is moved to the completion of the work. **ACTION: JH**

INSPECTION: when the lift was purchased, it was not mentioned that it needed 6-month inspections (approx. £500 per inspection). We are covered for replacement and liability, but the insurance company insists that it is inspected every 6 months. Two-year servicing contract with Stiltz, perhaps they could service and do inspection every 6 months without extra charge?

**Action: AH to report back.**

b. Website future (DM)

Firefly – they will give us some money to help migrate to a different platform. D is horrified at the task of moving it. Need to find a suitable system. Migration and maintenance will be the bulk of the cost. No idea yet of cost. e.g. Look at a number of different solutions. Talk to Kenny initially? And talk to others to get more ideas.

Current site is a village website which has a section for the Hall. The Hall could have its own website but then the value-added would be lost.

TR: how about using the website to advertise e.g. holiday lets to generate income and help pay for the site? Lots of different opportunities.

**ACTION: DM and Nikki to progress this project.**

6. Update of ideas for upgrades to Hall. Adam's report on first meeting of sub-group was summarised. Next meeting of the sub-group is on 31<sup>st</sup> January. Adam to report to next meeting. **ACTION: A B-J**

7. Resilience e.g. making sure at least one other person has an up to date copy of the ledger. AH: Short term: Everything to do with acct 350 Mb on AH machine, backed up, every week emailed and put in a folder. Should we have all PH accts on Google drive?

**ACTION: DM to discuss with AH and set up a cloud storage**

Resilience required for each role in the committee. AH and JH have started documenting their roles. It was suggested that all roles need to be documented( e.g. Secretary, Chair, webmaster, other) **ACTION: relevant committee members**

8. AOB

- a. AH: Who holds the deeds for the Hall? It was assumed that the Pelham Hall Committee Trustees are the owners, but this needs to be confirmed. Pat Moriarty may know. **ACTION: Andy to talk to Pat**
- b. AH: A prize for those who have not won in the last 2 years? Great idea. AM to set it up. **ACTION: AM**
- c. AH: plans for a car show this year. John Tudgay asked us to find out about car parking with the new owners of Moorcroft? DM: asked about same for panto. **ACTION: DM to contact owner of Moorcroft.**
- d. AH: wedding charges: needs to be a blanket price for weddings. New price list needs to be considered. **ACTION: JH AND KR**

- e. TH: PANTO party and breakfast. Microphones? We have one roving mike. We have a standalone amp with cabled mike.

Panto Breakfast: lots of jobs to do. Those doing breakfast will clear up the kitchen for their use, not the panto people. A bit of food then tidy up.

**ACTION: Sally H and Tom to clarify**

After show party: only drinks, no food, no ticketing. Bar will be open. Band: Euan, Rory and 2 friends. Everybody welcome.

- f. JH: didn't fully spend the money for the chairs, would like to buy lighter tables. Agreed. She will get a sample first and purchase required no if satisfactory.

**ACTION: JH**

- g. Tennis courts being resurfaced so no sense in getting the carpark done until the courts are redone. Karen will ask Rosie to contact Jan. Jan to follow through re timing/cost/proportion of cost for Hall

**ACTION: JH.**

- 9. Next meeting: 16<sup>th</sup> March. Chair: Sarah.